

The Birch Hotel

— HAYWARDS HEATH —

MEETINGS AND CONFERENCES



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The Birch Hotel has excellent Conference facilities. The 5 Conference Rooms offer a range of sizes and can handle meetings from one to one interview up to a 50 person theatre-style presentation. As standard, we supply note-pads, pens, iced water, cordials and mints. All the Conference rooms have natural daylight and a range of audio-visual equipment can be supplied.



There is free onsite parking available and Complimentary Wi-Fi throughout the hotel.

For any information please contact our Events and Meetings department.

Email: events@birchhotel.co.uk

Telephone: 01444 447165



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CONFERENCE AND MEETINGS

Meeting Room Hire Charges

Room	Full Day	Half Day
Sussex Room	£350.00	£300.00
Bridge Room	£310.00	£285.00
Haywards Room	£250.00	£195.00
Lindfield Room	£145.00	£110.00

As standard we supply note-pads, pens, a stationery box, iced water, cordials and mints.

Discounts can be applied when block booking meetings, please contact to discuss fees.

Stationery and Audio Visual Equipment

Flip chart, pad and pens	£12.95	
Extra flip chart pad	£10.00	
L.C.D Projector and Screen	£50.00	Half Day
	£70.00	Full Day



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DELEGATE RATES

Day Delegate rates
From £48.00pp (minimum 10 delegates)

To include:

- Meeting room hire
- Two servings of Coffee and Tea with biscuits in the morning
- Hot Fork Buffet or Working Buffet Lunch
- Coffee and Tea with biscuits in the afternoon
- LCD projector and screen
- Flipchart and marker pens
- Wireless Internet Access

24 Hour Delegate rates
From £180.00pp (minimum 10 delegates)

To include:

- Meeting room hire
- Two servings of Coffee and Tea with biscuits in the morning
- Hot Fork Buffet or Working Buffet Lunch
- Coffee and Tea with biscuits in the afternoon
- LCD projector and screen
- Flipchart and marker pens
- Dinner, Bed and Breakfast
- Wireless Internet Access



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SUNDRY CHARGES

Catering

*Gluten free biscuits, bread and cakes available
with lactose free spread and milk.*

Tea and Coffee, served with an assortment of biscuits:	£2.90pp
Flasks suitable for 8+	£26.00pf
Mini Croissants or Danish (2 per person)	£3.90pp
Bacon and Sausage Soft Bap Rolls	£4.95pp
Assorted Sandwich Selection (1 and a half rounds)	£6.95pp
Sandwich Selection (2 rounds)	£8.65pp
Working Buffet Menus available from:	£11.95pp
Fruit Platter (min 5 people)	£6.85pp
Cookie Selection (1 and a half per person)	£5.95pp

**Some dishes may contain nuts; please inform us of any food allergies
or intolerances or if you have any special dietary requirements.
All prices are inclusive of VAT at current rate.**



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WORKING BUFFETS

We offer a number of Menus for you to choose from which can be served in your meeting room, the Bistro bar area or the Courtyard Restaurant.

Buffet 1

£11.95pp

Chicken and Salsa Wrap/Falafel Wrap (v, vegan)
Sun Blushed Tomato and Cheese Quiche
Tomato Bruschetta (v, vegan)

Buffet 2

£15.25pp

Home-made Soup of the day, bread roll
Chicken Tikka Skewers with Mint Yoghurt
Hummus and Crudités with Flatbreads (v, vegan)
Sweet Potato Falafel (v, vegan)
Dessert of the Day (vegan dessert available on request)

Buffet 3

£18.95pp

Home-made Soup of the day
Sun Blushed Tomato and Cheese Quiche
Chicken Caesar Wrap/Falafel Wrap (v, vegan)
Mini Fish and Chips with Tartare Sauce
Dessert of the Day (vegan dessert available on request)

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HOT FORK BUFFET

£25.95pp

Please choose one menu

Menu 1

Roast Chicken with Roast Potatoes and all the Trimmings
Thai Green Vegetable Curry and Rice (v, vegan)
Seasonal Vegetables
Tomato and Red Onion Salad
Mixed Leaf Salad

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Dessert of the Day (vegan dessert available on request)

Menu 2

Beef Lasagne and Garlic Ciabatta Bread
Three Bean Smoky Chilli and Rice (v, vegan)
Red Cabbage and Braeburn Apple Coleslaw
Mixed leaf salad

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Dessert of the Day (vegan dessert available on request)

Menu 3

Poached Salmon Fillet in a Cream Dill Sauce with Buttered New Potatoes
Butternut Squash and Chickpea Curry (v, vegan)
Seasonal Vegetables
Tomato and Red Onion Salad
Mixed Leaf Salad

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Dessert of the Day (vegan dessert available on request)

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SUSSEX ROOM

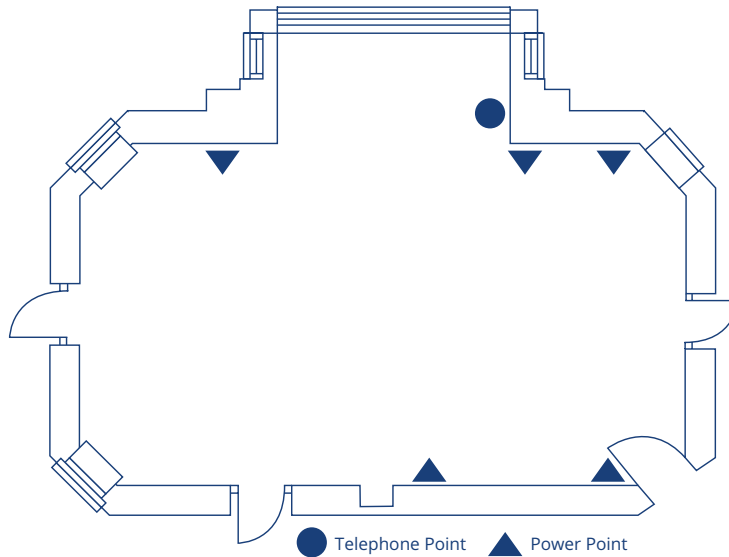
The Sussex room offers full length Victorian style windows creating natural light and features; such as impressive central crystal chandeliers.

The Sussex room is perfect for meetings, presentations, family gatherings and private dining for up to 45 guests.

Capacity						
Boardroom	Theatre	U-Shape	Classroom	Dinner	Cabaret	Buffet
26	50	26	20	45	24	50

Please note that the capacities may differ on your meeting requirements

Dimensions				
	Length	Width	Height	Area
Foot	25'	17'	11'	425sq ft
Meters	7.5	5.2	3.4	39sq m



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BRIDGE ROOM

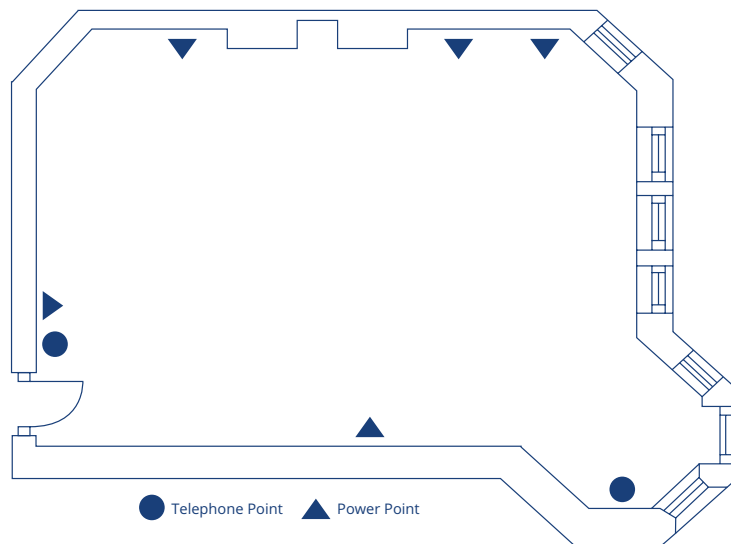
The Bridge room offers full length Victorian styled windows creating natural light.

The Bridge room is perfect for meetings, presentations, family gatherings and private dining for up to 35 guests.

Capacity						
Boardroom	Theatre	U-Shape	Classroom	Dinner	Cabaret	Buffet
20	40	20	20	35	18	40

Please note that the capacities may differ on your meeting requirements

Dimensions				
	Length	Width	Height	Area
Foot	25'	17'	11'	425sq ft
Meters	7.5	5.2	3.4	39sq m



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LINDFIELD & HAYWARDS ROOM

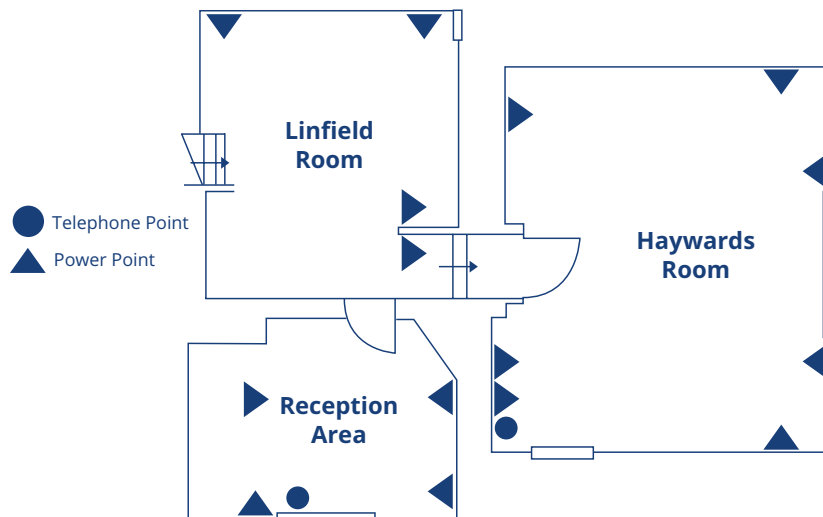
The Lindfield and Haywards rooms are situated at the rear of the hotel on the first floor.

The Lindfield and Haywards rooms are ideal for one to one meetings, interviews, presentations and general meetings of up to six/ten delegates.

Capacity						
Boardroom	Theatre	U-Shape	Classroom	Dinner	Cabaret	Buffet
Lindfield Room						
6	6	N/A	N/A	N/A	N/A	N/A
Haywards Room						
10	10	N/A	N/A	N/A	N/A	N/A

Please note that the capacities may differ on your meeting requirements

Dimensions				
	Length	Width	Height	Area
Lindfield Room				
Foot	14'8"	8'11"	8'11"	120sq ft
Meters	4.5	2.7	2.7	12.1sq m
Haywards Room				
Foot	19'8"	16'11"	7'9"	319sq ft
Meters	6	5.1	2.4	30.6sq m



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TERMS & CONDITIONS FOR MEETINGS AND CONFERENCES

1.0 DEFINITION

"The Hotel"	The Birch Hotel, Lewes road, Haywards Heath, West Sussex RH17 7SF;
"You" or "Your"	means the organizing body/company, agent, representative or individual responsible for commissioning and/or payment of the event.
"Contract"	means the agreement between "The Hotel" and You
"Group Leader"	The person making the booking.
"Meeting"	The meeting or conference booked by the Client
"Client"	The person(s) or organisation making the booking for the Event;

2.0 CONTRACT

These terms & conditions govern the Contract between You and The Hotel. Variation of these must be agreed in writing.

3.0 BOOKINGS

All bookings are considered provisional until You return an email to events@birchhotel.co.uk confirming that all details of Your meeting are correct and that You have read, understood and accepted the terms and conditions. In order to confirm Your booking, we require a debit or credit card to take payment for the deposit which is agreed between The Hotel and Lead Booker. In the event of a no show we reserve the right to charge the card given, with a cancellation charge (please refer to clause 5.0 for fees).

- 3.1 Final numbers must be put in writing by email to events@birchhotel.co.uk no later than 72 hours before the date of the meeting.
- 3.2 Alterations to numbers or catering is required 72 hours' notice before the date of the meeting.
- 3.3 All other amendments must be put in writing via email to events@birchhotel.co.uk.

4.0 PAYMENT

- 4.1 Company account: For regular users of the Hotel we are able to set up a credit account following completion of our credit application form.
- 4.2 For booking confirmation a deposit is required equivalent to the room hire charge
- 4.3 Payment on the Day - If a company does not have a credit arrangement with The Hotel the outstanding balance for the meeting room is payable upon departure. The Hotel does not provide bill back facilities for non-account holders.
- 4.4 Booking via third Parties - travel agents are required to pay a deposit to confirm the booking equivalent to the room hire charge. Payment for all other services are due upon departure (point 4.3). Card details must be provided to allow for the balance to be paid; these must be pre-approved by the lead booker in writing.

5.0 CANCELLATION CHARGES

Cancellation charges will be made in respect of room hire, audio visual equipment and catering on the following scale:

Cancellation Date	Cancellation Charge
No show or cancellation within 48 hours	100%
Between 48 hours and 1 week	50%
More than 1 week prior to the Meeting	NIL

6.0 AMENDMENTS OR CANCELLATION BY THE HOTEL

- 6.1 Should the Hotel, for reasons beyond its control, need to make any amendments to your booking, The Hotel will endeavor to offer an alternative choice of facilities



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6.2 The Hotel may cancel the booking:

6.2.1 If the booking might, in the opinion of the Hotel, prejudice its reputation.

6.2.2 If you are more than 30 days in arrears of previous payments to the Hotel.

6.2.3 If the Hotel becomes aware of any adverse alteration in your financial situation.

7.0 DAMAGE

You shall be liable for any damage caused to the Hotel, or any furnishings, utensils or equipment therein by the negligent or wilful act or default of You or any guest, employee of Your company or third-party contractor and shall pay to the Hotel on demand the amount required to make good or remedy such damage, including compensation for loss of business whilst such damage is being repaired.

8.0 CCTV

CCTV is in operation in several areas within the Hotel to facilitate the prevention/detection and prosecution of fraud and other crime. CCTV footage can be viewed by authorised members of staff for up to 35 days and will also be released to the police and insurance companies if requested.

9.0 PERSONAL PROPERTY

The Hotel shall not be liable for the loss or any damage to the property of You or any guest suffered or incurred whilst on the Hotel's premises, save insofar as the same may have been caused by the default of the Hotel, its servant or agents. In particular, it is to be noted that the cloakrooms provided for You and guests are not under the constant supervision of the Hotel, and that any property deposited therein is left there at the sole risk of the owners. We strongly advise You and Your guest do not leave valuable items in Your meeting room.

10.0 PRIVACY POLICY

Any personal information provided by You is subject to The Hotel's Privacy Policy, and is collected by us for contractual and legal purposes. If you require a hard copy of our privacy policy, please contact The Hotel.

11.0 ACCOMODATION

11.1 The Group Leader will discuss with a member of The Hotel how many rooms they require and also what type of rooms they would like. Please note The Hotel has 51 in rooms in total and has a limited number of twin and family rooms to offer.

11.2 The Group Leader confirms that they and all group members agree to be bound by these terms and conditions.

11.3 The Group Leader will need to provide the following details when making a booking:

11.3.1 Full Name, Address, Telephone Number, Email Address, No. of Rooms required including room types

11.3.2 A valid credit or debit card of which the expiry date is after the date of event; this card will be charged on arrival

11.4 On making the group booking the Group Leader will be issued with a confirmation, booking name and reference number which must be given to all potential guests requiring a room to ensure that the booking is taken from the allocation with the negotiated rate applied. A six week release date will be given at the time of the group booking. On this date any rooms not taken up from the original allocation will be released with no charge. The Hotel will provide the Group Leader a list of guests who have booked. If the Group Leader at this stage requires the rooms not taken up to be held further the Group Leader will be responsible for paying for the rooms via the credit/debit card details provided upon booking.

12.0 MISCELLANEOUS

12.1 Meeting rooms are available for the duration shown on Your Contract. Finishing times are very important as we re-sell the meeting room after your booking. We request you review the time stated and inform us if this is not the actual finishing times.

12.2 The Hotel must give prior consent for all signs, exhibitions and displays inside and outside the Hotel. The Hotel reserves the right to remove signs which are unauthorized, unlawfully displayed or which may be deemed to cause offence.

12.3 The Hotel's name/logo may be used in publicity once a proof of the promotional material has been agreed with the Hotel.

12.4 You are required to obtain prior written approval if you wish to fix items to the walls, floors or ceilings using other materials other than Blu-Tack.



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- 12.5 The Hotel will not be liable for guests or any person claiming through You for any loss or damage caused by, or arising from, its failure to carry out any obligations under this agreement due to anything beyond its control.
- 12.6 The Hotel does not accept any responsibility for any loss or damage to vehicles parked in the hotel car park unless caused by our negligence.
- 12.7 Internet and email use – the Organizer agrees to inform their guests/attendees that use of the Internet or email facilities while at The Hotel is carried out in the knowledge that they accept liability for any views expressed, damage caused by infections or viruses, and full personal responsibility for the downloading of illegal material.
- 12.8 You will ensure that neither you nor any of Your guests consume any food or beverage in The Hotel, unless previously agreed in writing by the Hotel.
- 12.9 We reserve the right to allocate to you a different meeting room if your numbers change from the original numbers booked.
- 12.10 Changes in Facilities – The Hotel reserves the right to change the assigned Meeting room(s) for one(s) of equal suitability without affecting the contract price.

13.0 THIRD PARTIES

Where You employ sub-contractors or third parties to assist with your event, it is Your responsibility to ensure that they comply with all Terms and Conditions and health and safety requirements. In the event of damage to The Hotel the responsibility will be with the event organizer and The Hotel may make a charge related to the damage. You will be responsible for any injury caused to persons by Your third-party contractor.

Once completed and signed – please email or post a signed copy of this agreement to The Hotel.

Client name (PRINT):	
Signature:	
Date:	
Hotel contact name (PRINT):	
Signature:	
Date:	
We would like to use the following guest details for future reservations and marketing purposes: Name, Address, Telephone number and Email address. These details will only be used by the Birch Hotel and will not be passed onto any third parties.	
IF YOU DO WANT YOUR DETAILS TO BE USED IN THIS WAY PLEASE SIGN BELOW AND TICK THE BOX.	
Signature:	Opt in <input type="checkbox"/>

Name:	Izzy Piper	Email:	events@birchhotel.co.uk
Phone:	01444 447165	Fax:	01444 440109

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