



CONFERENCE AND EVENTS





THE AWARD WINNING CROWNE PLAZA IS BELFAST'S PREMIER CONFERENCE AND EVENTS VENUE, WITH STATE OF THE ART FACILITIES FOR EVENTS OF ALL SIZES

Our experienced Conference & Events team has established the Crowne Plaza Belfast over the last 15 years as the leading Conference & Events venue in Belfast

#### OUR FACILITIES:

The Crowne Plaza Belfast has benefitted from a stunning £1.5 million makeover of its conference and events suites, boasting 21 conference and meeting spaces to suit every budget and requirement.

The Crowne Plaza Belfast is situated just 10 minutes from Belfast City Centre, convenient to George Best Belfast City Airport and all of the city's main road and public transport links.

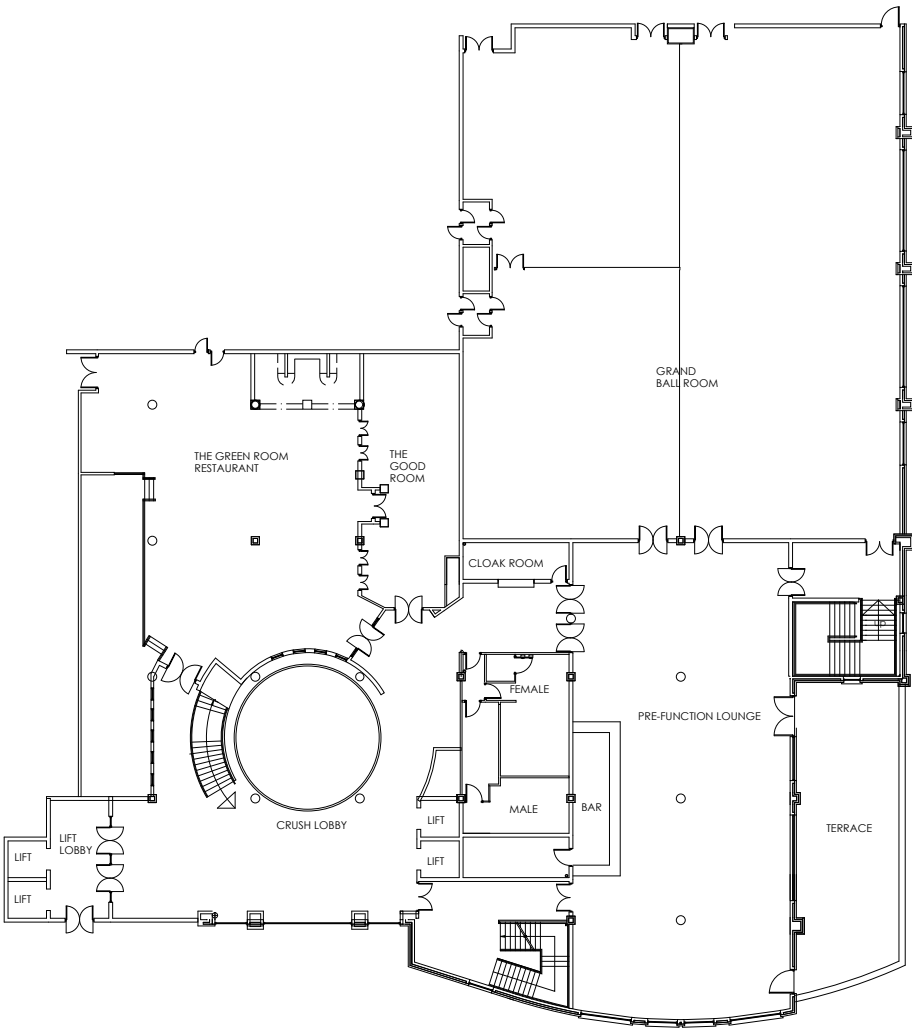
- The Great Oak Conference Centre for meetings and seminars
- The sensational Grand Ballroom for up to 900 delegates
- Exquisite Malone Suite & Laganview suites, catering for up to 200 guests
- Exclusive Executive Lounge and private dining areas
- Free fast WI-FI for all delegates
- Free parking on site for 500 cars







## THE GRAND BALLROOM



ROOM	THE GRAND	GRAND 1 & 2	GRAND 3	PRE FUNCTION
THEATRE	900	340	480	-
BANQUET	550	190	240	100
COCKTAIL	900	340	480	120
CLASSROOM	300	144	144	-
U-SHAPE	-	-	-	-
CABARET	376	216	224	80
BOARDROOM	-	-	-	-
DIMENSIONS (M)	24.6 x 28.5	12.3 x 28.5	12.3 x 28.5	12.1 x 26
NATURAL LIGHT	Yes	No	Yes	Yes
AIR-CON	Yes	Yes	Yes	Yes



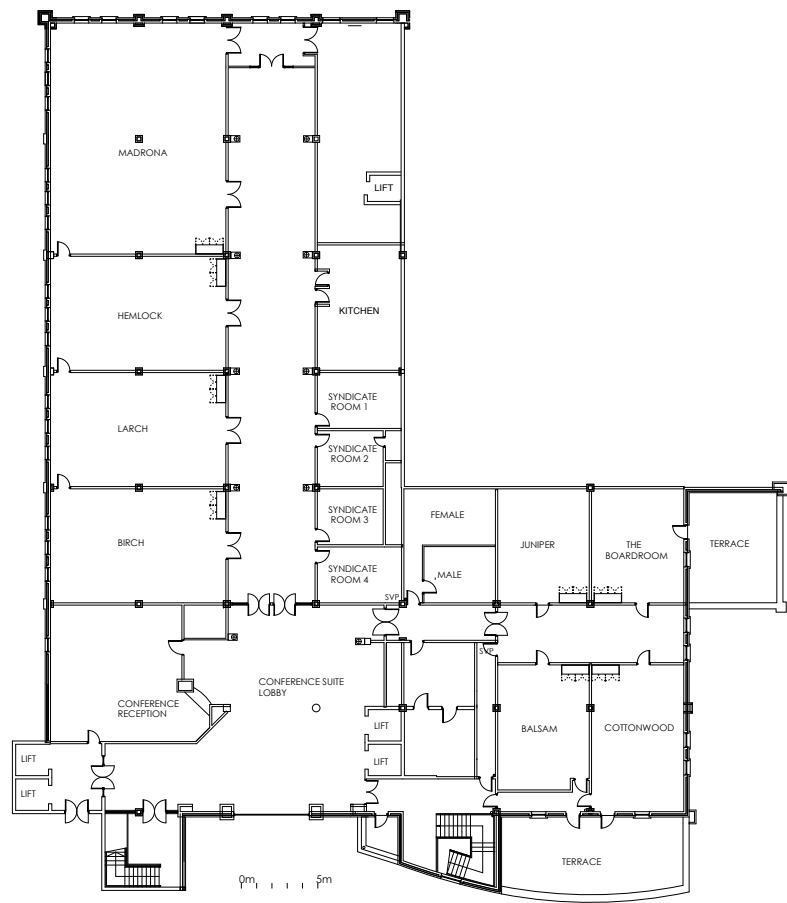
The Grand is one of Belfast’s largest dedicated conference and banqueting spaces, with capacity for 900 delegates or 550 dinner guests. This magnificent suite avails of HD digital projectors, audio, 3-phase power supply, ceiling mounts for lighting rigs and a generous pre-function area making this a truly multi-function venue.

“ All our guests had a fabulous evening at the Magners-backed Belfast Telegraph Sports Awards! The meal was a real talking point and everyone agreed the food was excellent, of an extremely high standard and beautifully presented! ”  
The Belfast Telegraph Sports Awards Team





## GREAT OAK CONFERENCE CENTRE



ROOM	MADRONA	HEMLOCK, BIRCH, LARCH	JUNIPER	BALSAM	COTTONWOOD	THE BOARD ROOM	SYNDICATE X 4
THEATRE	160	100	40	40	50	-	15
BANQUET	120	60	30	30	40	-	8
COCKTAIL	160	90	40	40	50	-	10
CLASSROOM	80	45	24	24	35	-	4
U-SHAPE	40	32	20	20	25	-	4
CABARET	80	48	24	24	32	-	8
BOARDROOM	38	32	15	15	20	12	8
DIMENSIONS (M)	11.5 x 15	7x11.5	6x7.5	6x8	6x10	6x7.5	3.5x4
NATURAL LIGHT	Yes	Yes	No	No	Yes	Yes	No
AIR-CON	Yes	Yes	Yes	Yes	Yes	Yes	No



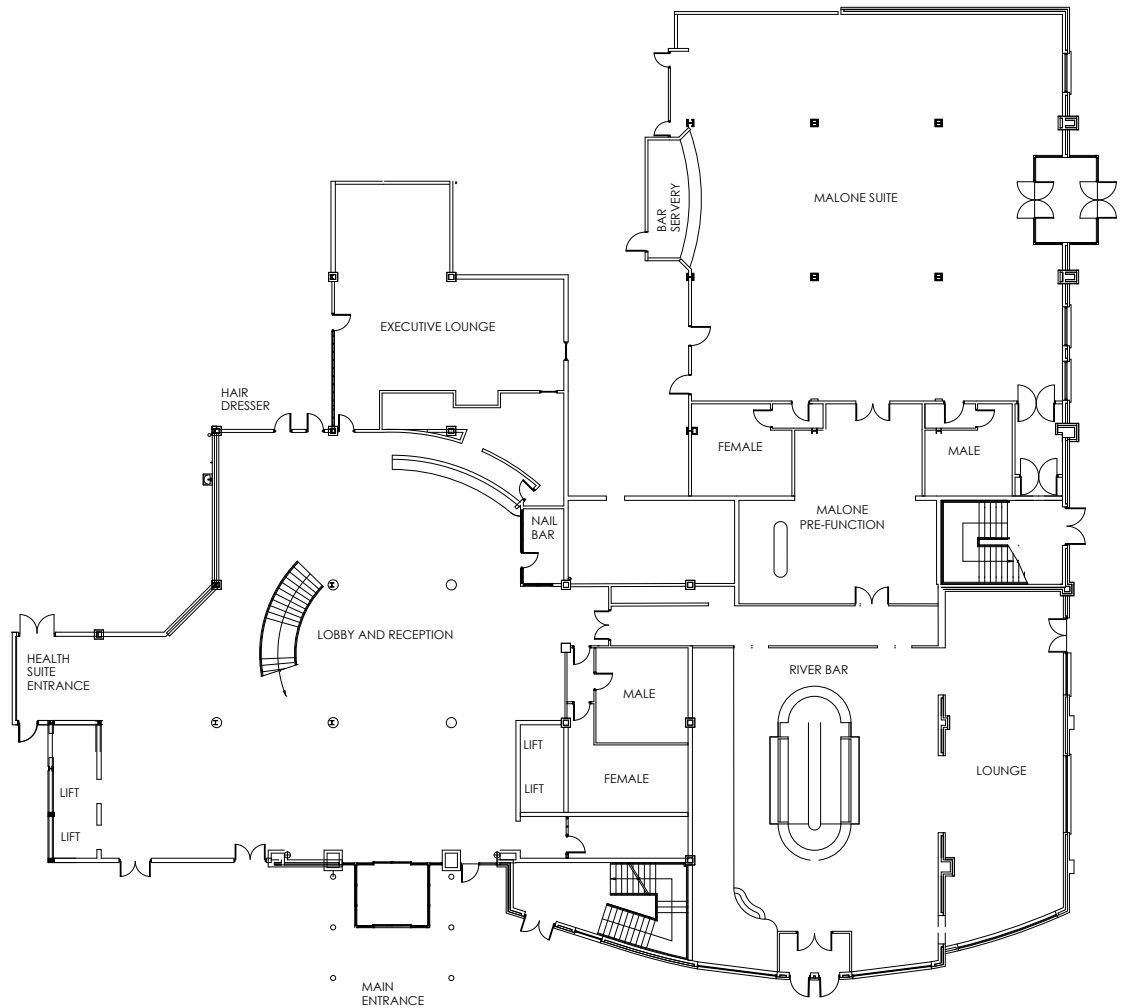
The Great Oak Conference Centre has 12 superb meeting and event rooms boasting the latest technology with stylish furnishings and fittings. The Great Oak provides a staffed reception desk to assist with delegate and client enquiries and also offers a luxury arrivals lounge with seating areas. Catering is available for every requirement from small meetings to conferences for up to 160 and banquets for 120.

“As far as we are concerned, the Crowne Plaza Belfast is by far the best hotel in Northern Ireland for any event and we couldn’t recommend it highly enough to other event organisers.”  
Helen Beggs - 4 Square Media (NI ) Ltd





THE MALONE SUITE



ROOM	MALONE SUITE	EXECUTIVE LOUNGE
THEATRE	200	-
BANQUET	200	-
COCKTAIL	200	30
CLASSROOM	60	-
U-SHAPE	-	-
CABARET	140	-
BOARDROOM	-	-
DIMENSIONS (M)	18.6 x 18	10.2 x 11.3 max
NATURAL LIGHT	Yes	No
AIR-CON	Yes	Yes



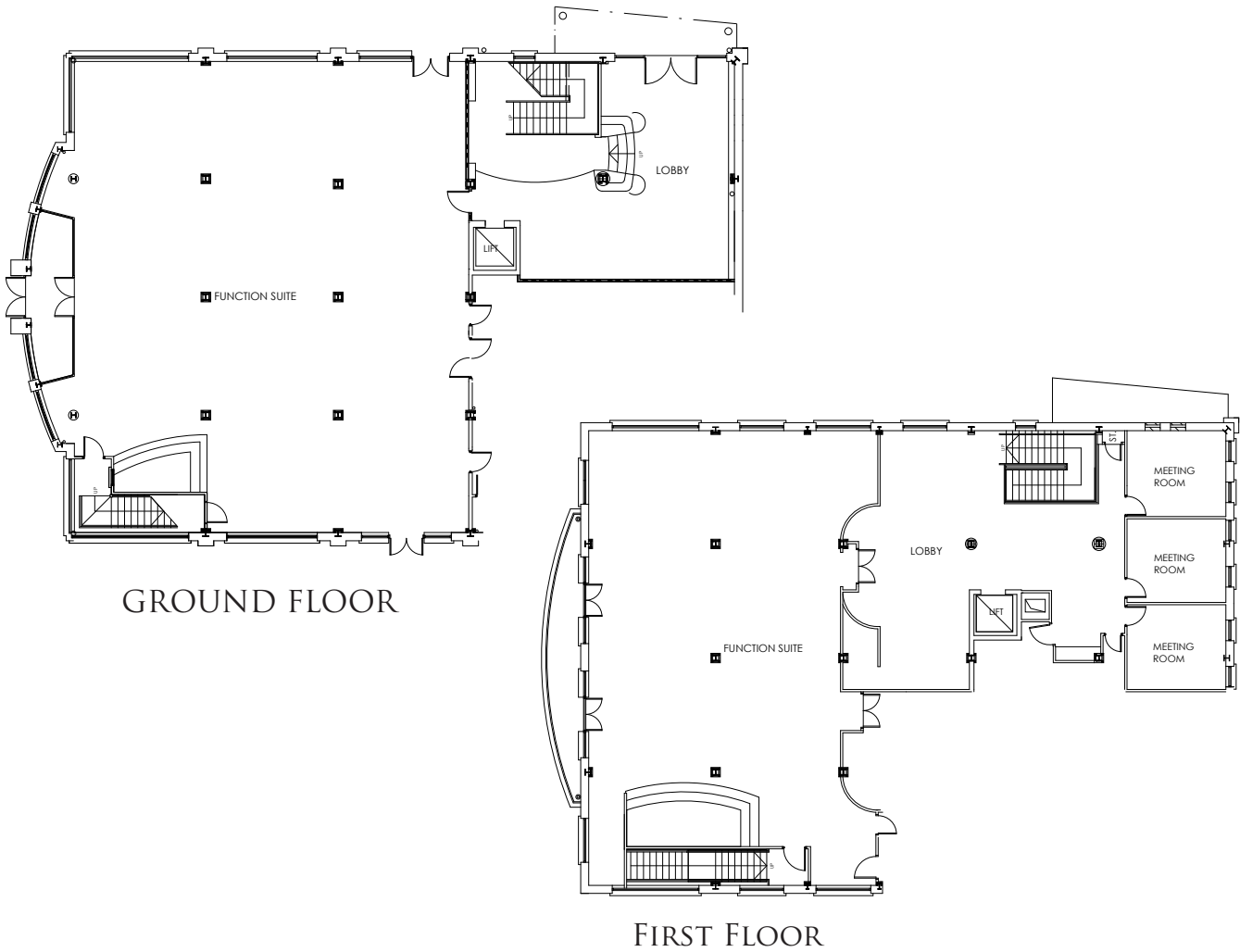
The Malone Suite accommodates up to 200 guests, with private bar facilities within the room, this stunning suite provides the perfect setting for a more intimate event. The Malone Suite has completed the addition of a beautiful new pre-function area. The pre-function area provides the perfect area for your guests or delegates to arrive and includes a feature lighting centrepiece with hand-blown glass, unique designer fittings and furnishings and a gorgeous shimmering cocktail bar.

*“We wanted to pass our thanks at the excellent performance of the team at the Crowne Plaza Belfast... Everyone in the industry was amazed at the Gala Ball Banquet and the high standard of service provided by the team on the night.”*  
Janice Gault, Chief Executive,  
Northern Ireland Hotels Federation





## THE LAGANVIEW SUITE



ROOM	GROUND FLOOR	1ST FLOOR
THEATRE	130	90
BANQUET	210	90
COCKTAIL	210	90
CLASSROOM	50	-
U-SHAPE	-	-
CABARET	110	40
BOARDROOM	-	-
DIMENSIONS (M)	-	-
NATURAL LIGHT	Yes	Yes
AIR-CON	Yes	Yes



The Laganview Suite is a dedicated stand-alone venue featuring two suites and pre-function areas for private and VIP events. Complete with its own private arrival area which has stunning views over the Lagan Valley, this suite avails of private bar facilities and an enclosed patio area. The Laganview Suite also benefits from its own garden and three meeting rooms and can cater for conferences, banquets and meetings for up to 210 delegates.

“The Irish Football Association delivered two of its major UEFA Coach Education courses at the Crowne Plaza Belfast, Shaws Bridge. The Association was delighted with the organisational support, high quality service and excellent conference facilities and accommodation.”

Lorna Stewart, Coach Education,  
Irish Football Association



ROOM HIRE AND DELEGATE RATES

ROOM HIRE

MEETING ROOM	FULL DAY HIRE	HALF DAY HIRE
MADRONA	£750.00	£550.00
HEMLOCK, LARCH, BIRCH	£550.00	£450.00
JUNIPER	£225.00	£165.00
BALSAM	£225.00	£165.00
THE BOARDROOM	£650.00	£450.00
COTTONWOOD	£450.00	£395.00
SYNDICATE 1, 2, 3, 4	£125.00	£115.00
BALLROOM	£3,500.00	£2,995.00
MALONE SUITE	£1,500.00	£995.00
LAGAN SUITE	£800.00	£450.00

Room Hire for Private Dining From £100.00
Private Bar Charge £49.00
Cloakroom and Personnel Charge £49.00 Complimentary for functions of over 300
AV Equipment Prices Available on Request

DAY DELEGATE RATES  
(MINIMUM NUMBERS APPLY)

THE BOARDROOM

- Includes Room Hire
- Unlimited Access to Tea and Coffee Facilities
- International and Regional Newspapers
- Selection of Soft Drinks
- Mini Chocolate Bars
- Plasma Screen
- Mini Fridge

SILVER

- £35.50 PER PERSON
- Hire of Meeting Room from 8am until 5pm
- Tea, Coffee and Fruit on Arrival
- Conference Stationery
- Still & Sparkling Bottled Water
- Data projector, Screen and 1 Flipchart
- Mid-morning Tea, Coffee & Danish Pastries
- Finger Buffet
- Afternoon Tea, Coffee & Biscuits

GOLD

- £39.50 PER PERSON
- Hire of Meeting Room from 8am until 5pm
- Tea, Coffee and Fruit on Arrival
- Conference Stationery
- Still & Sparkling Bottled Water
- Data projector, screen and 1 flipchart
- Mid-morning Tea, Coffee and Danish Pastries
- 1 Course Fork Buffet Lunch with Tea or Coffee
- Afternoon Tea, Coffee and Biscuits

PLATINUM

- £41.50 PER PERSON
- Hire of Meeting Room from 8am until 5pm
- Tea, Coffee and Fruit on Arrival
- Conference Stationery
- Still & Sparkling Bottled Water
- Data projector, screen and 1 flipchart
- Mid-morning Tea, Coffee and Danish Pastries
- 2 Course Fork Buffet Lunch with Tea or Coffee
- Afternoon Tea, Coffee and Biscuits

REFRESHMENTS AND BREAKFAST MENU

REFRESHMENTS

- Freshly Brewed Tea, Coffee and Herbal Teas £2.95

FRESHLY BREWED TEA OR COFFEE WITH:

- Biscuits £3.50
- Home Baked Shortbread £3.50
- Cookies £3.95
- Traybakes £3.95
- Signature Scones, Fresh Cream, Potted Jams £3.95

BEVERAGES

- Selection of Soft Drinks £2.10
- Mineral Water – Still or Sparkling £4.50
- Jug of Freshly Squeezed Orange Juice £9.00
- Jug of Pressed Apple Juice £7.50
- Flask of Freshly Brewed Tea or Coffee (For 10) £25.00

All Tea and Coffee is Thompsons Fresh Tea and Robert Roberts Coffee

DRINKS RECEPTIONS

- Please ask server for details to complement your food From £5.50 Per Person

GOURMET CANAPE SELECTION

- Please ask server for details to complement your food From £7.95 Per Person

TRADITIONAL ULSTER FRY

- £14.95 per person
- Causeway Prime Sausages
- Black Pudding from the Causeway Coast
- Mushrooms from Mckenna's Tyrone
- Roast Plum Tomato
- Hash Browns
- Bacon
- Belfast Potato Bread
- Choice of egg: Fried, Poached or Boiled
- Served with Toast, Preserves, Pressed Fresh Orange Juice, Tea and Coffee

GOURMET MINI BUFFET BREAKFAST

- £10.95 Per Person
- Maximum 150 people
- Sourdough Sausage Sliders, Tomato Ketchup
- Crispy Smoked Bacon and Orange Marmalade Slider
- Fresh Fruit Bamboo Skewers, Clandeboye Yogurt and Mint Dip
- Clandeboye Fruit Smoothies:
- Banana and Honey
- Raspberry and Mint
- Mango and Coconut
- Mini Muffin Selection
- Served with Tea and Coffee

WORKING BREAKFAST

- £8.95 Per Person
- Fresh Fruit Bamboo Skewers
- Selection of Mini Danish and Scones
- Served with Tea and Coffee

FINGER BUFFET

FORK BUFFET



SELECTION OF GOURMET DELI ROLLS £10.50 Per Person

Served with Tea or Coffee  
Glenarm Smoked Salmon, Prawn Marie Rose and Cucumber  
Chicken Caesar, Hickory Bacon, Cos Lettuce, Parmesan, Caesar Mayonnaise  
Shaved Pastrami, Emmental Swiss Cheese and Onion Relish  
Creamed Goats Cheese, Grilled Red Pepper, Basil Pesto, Artisan Popcorn

FINGER SANDWICHES AND MINI WRAPS £8.50 Per Person

Served with Tea or Coffee

SOUP AND SANDWICH SELECTION £9.95 Per Person

FINGER BUFFET £14.50 Per Person

Minimum 10 people  
Served with Tea or Coffee  
Selection of Gourmet Sandwiches  
Gourmet Sausage Roll  
Wild Mushroom, Leek and Feta Bouche Pastry  
Chicken Tikka Skewers  
Mini Tapas Bowls with Boilie Goats Cheese, Olives and Charred Peppers  
Tempura of King Prawns with Creole Salsa

ENHANCED FINGER BUFFET £16.50 Per Person

Minimum 16 people  
Served with Tea or Coffee  
Additional Items to Finger Buffet:  
Smoked Salmon on Wheaten Bread with Dill Soured Cream  
Afternoon Tea-Style Petit Fours and Sweet Delights Served on Tiered Presentation Stands

FISH ‘N’ CHIP CONES AND MINI BURGERS £9.95 Per Person

Served in Newspaper Cones, Lightly Battered Portavogie White Fish, Rustic Skin-on-Fries, Lemon Wedge and Tartar Sauce  
Chargrilled Beef and Chorizo Burger, Tomato Chilli Jam and Sliced Gherkin

GUESTS CAN CHOOSE FROM A SELECTION OF FRESHLY PREPARED STARTERS, MAIN COURSES & DESSERTS

Based on minimum numbers of 20 persons

STARTERS

Seasonal Homemade Soup, Home Baked Bread  
Cajun Chicken Caesar Salad, Smoked Bacon Lardons, Crisp Cos Leaves, Grated Parmesan, Creamy Caesar Dressing  
Indian Platter – Chicken Tikka, Onion Bhaji, Vegetable Samosa, Cucumber Riata  
Breaded Fivemiletown Brie, Cranberry and Port and Five Spice Chutney  
Roasted Red Pepper, Swiss Cheese, Olive, Italian Salad

MAINS

Chicken Dishes –

Thai Chicken and Coconut Curry, Tender Chicken Pieces Melted in Thai Spices, Lemon Grass and Tom Yum Kha Pasta  
Wild Mushroom, Leek and Smoked Ham Casserole with Tarragon and White Wine Cream  
Tempura Chicken Szechuan, Lightly Battered Chicken Pieces with a Fiery Hot Sauce, Roast Mixed Peppers

Beef Dishes –

Black Pepper and Wild Mushroom Beef Stroganoff Finished with a Paprika Cream  
Malaysian Rendang Beef Curry, Tender Beef Slow Cooked Finished with Asian Spices and Coconut Cream

Pork Dishes –

Mourne Honey Baked Ham, Wild Leek and Wholegrain Mustard Cream  
Braised Pork a La Crème, Mild Dijon and Caper Sauce

From the Sea –

Seared Glenarm Salmon Fillet, Dill, Lemon and Chive Cream  
Baked Cod Fillet, Carlingford Mussel and Tomato Sauce  
Beer Battered Cod, Caper and Lemon Mayonnaise

Vegetarian options available on request

DESSERTS

White Chocolate and Passion Fruit Tart, Rich Baked Tart with a Sweet Butter Base, White Chocolate and Passion Fruit Puree  
Malteser Cheesecake, Creamy Cheesecake set on a Biscuit Base, Crunchy Malteser and Chocolate Glaze  
Trio of Chocolate Tart, White and Milk Chocolate Mousse, Ganache  
Lemon Meringue Pie, Sicilian Lemon Curd, Sweet Pastry and Crunchy Meringue  
Apple Tart Tatin, Layered and Baked with Cinnamon and Calvados, Served Warm with Vanilla Bean Custard

LUNCH

1 Course (Main Course)	£16.00 Per Person
2 Course (Main Course, Dessert)	£18.50 Per Person
3 Course (Starter, Main Course, Dessert)	£21.50 Per Person

For a more intimate & private setting all fork buffet lunches can be served in one of our private rooms. Private dining room hire charge starting from £100.00

DINNER

2 Course (Main Course, Starter or Dessert)	£22.50 Per Person
3 Course (Starter, Main Course, Dessert)	£26.50 Per Person

The above are served with Tea & Coffee

\* Please note all fork buffet dinner menus are served in a private room  
Private room hire charges start from £100.00

Please ask Server For Details of Full List on Allergies



GALA BANQUET MENUS

GALA BANQUET MENUS

MENU 1 - £29.95
Duo of Honeydew and Ogen Melon, Opal Basil and Thyme Syrup, Seasonal Fruits, Forest Berry and Champagne Compote
◆
Traditional Co. Down King Turkey, Mourne Honey Roast Ham, Sage and Onion Stuffing, Chipolatas, Turkey Jus and Cranberry Sauce. Served with Chef's Selection of Vegetables and Potatoes
◆
Profiteroles with Chocolate Sauce and Vanilla Ice Cream
◆
MENU 2 - £33.95
Leek and Potato Soup, Lardons of Crispy Pancetta
◆
Passion Fruit and Mango Sorbet
◆
Honey Roast Loin of Pork, Brambly Apple and Calvados Compote, with Leek and Shallot Cream. Served with Chef's Selection of Vegetables and Potatoes
◆
French Lemon Torte
◆
Tea and Coffee and Chocolate Mints
◆
MENU 3 - £44.95
Smoked Chicken Caesar Salad, Crisp Cos Leaves, Garlic Croutons, Smoked Maple Bacon and Parmesan Cheese
◆
Swiss Brown Mushroom Soup with Caraway Croutons
◆
Lemon Sorbet
◆
Roast Stuffed Sirloin of Beef, Swiss Brown Mushroom and Red Onion Farci, Cracked Black Pepper and Brandy Cream with Yorkshire Pudding Served with Chef's Selection of Vegetables and Potatoes
◆
French Lemon Torte
◆
Tea and Coffee and Chocolate Mints
Alternative Set Menus Available on Request

STARTERS	
Duo of Honeydew & Ogen Melon, Opal Basil & Thyme Syrup, Seasonal Fruits, Forest Berry & Champagne Compote	£6.95
◆	
Goats Cheese & Leek Tartlet, Red Onion Marmalade, Port & Redcurrant Jus, Olive & Sunblushed Tomato Salad	£6.95
◆	
Smoked Haddock & Chorizo Tartlet, Rocket & Baby Leaves, Roast Red Pepper Confit, Basil & Saffron Oil	£7.50
◆	
Coconut & Lemongrass, Chicken Caesar Salad, Crisp Cos Leaves, Garlic Croutons, Smoked Maple Bacon & Parmesan Cheese	£6.95
◆	
Duck Parfait in Parma Ham, Tomato Tapenade Crouton, Poached Quail Eggs, Redcurrant & Lemon Jus	£7.50
◆	
Hot Smoked Chicken & Duck Salad, Served with Roasted Baby Figs, Balsamic Cherry Tomato, Grilled Herb Focaccia Crushed Pesto Dressing	£7.50
◆	
Smoked Salmon & Smoked Halibut Salad, Roasted Fig & Peppered Pear Confit, Homemade Guinness Bread, Baby Corrichons, Smoked Garlic & Lime Mayonnaise	£7.95
◆	
SOUPS	
Roast Pumpkin & Butternut Squash with Cinnamon Cream	£5.50
Roast Red Pepper, Vine Ripened Tomato & Basil Soup	£5.50
Leek & Potato Soup, Lardons of Crispy Pancetta	£5.50
Traditional Irish Broth	£5.00
Cream of Carrot & Nutmeg Soup	£5.50
Cream of Roast Parsnip Soup, Nutmeg Cream Fraiche	£5.50
Swiss Brown Mushroom Soup with Caraway Croutons	£5.50
Carrot, Coriander & Ginger Soup	£5.50

SORBET COURSE - AVAILABLE FROM £4.95	
◆	
MAIN COURSE	
Traditional Co. Down King Turkey, Mourne Honey Roast Ham, Sage & Onion Stuffing, Chipolatas, Turkey Jus & Cranberry Sauce	£17.95
◆	
Roast Stuffed Sirloin of Beef, Swiss Brown Mushroom & Red Onion Farci, Cracked Black Pepper & Brandy Cream, Served with Yorkshire pudding	£22.95
◆	
Chargrilled Fillet of Salmon, Served with Prawn & Smoked Salmon Cream & Poached Dundrum Mussels	£17.95
◆	
Rack of Irish Lamb, Rosemary & Thyme Herb Crust, Served with Smoked Garlic & Redcurrant Jus	£24.95
◆	
Honey Roast Rack of Pork, Bramley Apple & Calvados Compote, Served with Leek & Shallot Cream	£17.95
◆	
Roast Leg of Lamb, Leek & Thyme Stuffing, Redcurrant & Rosemary Jus	£20.95
◆	
Supreme of Chicken, Wild Mushroom & Leek Farci Wrapped in Parma Ham, Roasted with Thyme & Lemon	£17.95
◆	
Fillet of Irish Beef, Wild Mushroom & Red Onion Confit, Dijon & Brandy Cream	£28.00
◆	
Wild Mushroom & Spinach Tortellini, Leek & Chablis Cream, Grilled Asparagus Spears, Sweet Potato & Sour Cream Mash, Shaved Parmesan Cheese (V)	£14.95
◆	
Sugar Snap, Broccoli & French Bean Risotto, Goats Cheese & Red Onion Croustade, Warm Cous Cous Potato Salad (V)	£14.95

DESSERTS	
White Chocolate & Raspberry Charlotte, Blueberry Compote	£5.95
◆	
Lemon & Raspberry Tart, Praline Cream, Chocolate & Butterscotch Sauce	£5.95
◆	
Profiteroles with Chocolate Sauce & Vanilla Cream	£5.95
◆	
Devon Toffee Fudge Cheesecake	£5.95
◆	
Crème Brulee Cheesecake, Vanilla Bean & Thyme Anglaise	£6.95
◆	
Duo of Dark & White Chocolate Mousse, Chocolate Biscuit Base, & White Chocolate Truffle	£5.95
◆	
Apple, Caramel & Custard Crumble	£5.95
◆	
Chef's Assiette of Desserts, Three Signature Desserts, Chocolate Napkin Ring, Seasonal Berries	£8.50
◆	
Selection of Irish Cheese with Chutney, Grapes, Celery & Biscuits	£6.95

\* Choice Menu May be Offered at a £4.00 Surcharge Per Person & a Pre-order is Required



# TERMS & CONDITIONS

Please see terms & conditions of cancellation policy in the event of a cancellation. any cancellations charges many also be invoiced subject to the availability of credit limit

## THE CROWNE PLAZA BELFAST GENERAL TERMS AND CONDITIONS

### APPLICABILITY

1. These terms and conditions apply to all arrangements, agreements and understanding or contracts, whether written or oral, between the Hotel and its clients. No conflicting conditions or terms of any client shall in any way derogate from these terms and conditions, and these terms and conditions shall have precedence in the event of conflict. No variation, modification, waiver or forbearance in relation to these conditions shall be valid unless agreed in writing by the General Manager of the Hotel.

### CREDIT FACILITIES AND PAYMENT

2. Credit facilities are available at the Hotel's discretion subject to certain conditions. Credit facilities may be withdrawn at any time without the Hotel giving any reason thereof. Any such facilities must be agreed and confirmed in written correspondence from the hotel prior to any function or booking. All invoices are due within 30 days from invoice date, or event date whichever is the earlier. Late payment will bear interest of 8% above the base rate set by the Bank of England, accrues daily on the gross amount outstanding including VAT, and is subject to the terms under the Late Payment of Commercial Debts (Interest) Act 1998. In the absence of credit facilities, payment must be made by credit card, cash or guaranteed cheque, prior to the event.

### LICENSING, STATUTORY REGULATIONS, HEALTH & SAFETY

3.1. Clients are required by law to comply with the regulations contained in the Fire Precautions Act 1971, Licensing Act 1964 and London Government Act 1983 relating to music, dancing and entertainment in respect of all functions held at the Hotel. Copies of the regulations are available on request.

3.2 Fire Regulations - the Hotel is required to give 7 days notice to the local Fire Authorities with plans and specification, in every instance where stage presentation and/or exhibitions are proposed in any part of the Hotel.

3.3 Fire alarm Procedures - Activation of the Hotel fire alarm is indicated by an audible warning to all areas of the Hotel. This will be silenced to allow an investigation as to the cause of the activation.

### ON THE ALARM SOUNDING FOR THE SECOND OCCASION AND REMAINING CONTINUOUS. THE PREMISES MUST BE EVACUATED BY THE NEAREST EXIT.

3.4 Use of Lasers - When lasers are included as part of a function held on our premises, the client is required to give the Hotel at least 28 days notice in writing on Notification Form PM 19, in order that a Laser Safety Officer may be appointed to inspect the installation and operation of the laser equipment. Failure to give notification and/or the use of equipment which does not meet the required standards of the Laser Safety Officer will result in the facilities being withdrawn from our premises.

3.5 Use of Smoke - The Hotel does not allow the use of smoke during an event, and under no circumstances will pyrotechnics or naked flames be allowed in any part of our function rooms.

3.6 Safety Regulations - The client is required to comply with all statutory, local authority and standards, institution regulations, standards, provisions, requirements, codes of practice, recommendations and laws in force that are applicable to your use of the Hotel premises and facilities. It is the client's responsibility, and not the Hotel's, to ensure that the client is aware of such matters.

3.7 Delivery Vehicle Access - Clients must receive prior permission from the Hotel for vehicle access. Drivers of vehicles seeking access to the rear of the hotel should report to Security. It is requested that they abide by any advice and direction given by the Security Officer.

3.8 Signage - All signage must be agreed by the Hotel. Signs should be free-standing but must not obstruct the corridors or fire exits. No signage should be placed on the walls, doors or mirrors without prior agreement. Any damage caused be unauthorised signs will be charged to the client.

### THIRD PARTY LIABILITY AND INSURANCE

4. The Hotel is not responsible for the death or personal injury, otherwise than through its own negligence, in respect of any person whether visiting rooms or a function on behalf of, at the

invitation of, at the request of, or being employed by, or as agent of a client in any part of the Hotel or its perimeter or garage. The Hotel recommends that all clients who book functions take out their own third party liability insurance.

### CLOAKS, PERSONAL PROPERTY STORAGE

5. The Hotel excludes responsibility for property (including vehicles and equipment) of clients, of their guests, agents or employees. Cloakrooms are provided but items deposited there are entirely at the client's risk. The Hotel will endeavour to assist clients with storage of their equipment, etc, but it excludes liability for loss or damage to any such item of equipment.

### PERFORMANCE, PERFORMING RIGHTS, GUESTS

6. The Hotel reserves the right to object to the employment by any client of any photographer, toastmaster, band, musician or any other person in connection with any function. The Hotel will be pleased to give advice or make recommendations in this regard if required. It shall be the responsibility of the client to ensure that Performing Rights Society forms are completed by any band/musician employed by the client. The Hotel reserves the right to object to the dress or behaviour of any client or their guests and may in appropriate circumstances exclude or remove any person from the Hotel.

### CORKAGE AND WINE ESTIMATES

7. No wine or spirits may be brought into the Hotel without prior permission of the Hotel's management, and will be subject to a corkage charge. The Hotel will give a quotation based on an estimated consumption of bottles. This quotation will be used as a guaranteed minimum.

### FINISHING TIMES

8. Functions must finish punctually at the time agreed when the booking is made. Extensions to this time are available with prior approval of the Hotel.

### RECONFIRMATION AND NOTIFICATION OF NUMBERS AND ORGANISER

9. The client shall notify to the Hotel not less than ten days prior to the event the anticipated number of guests. The final number must be notified to the hotel in writing not less than 48 hours prior to the event, notwithstanding the cancellation policy as detailed in Section 10.1

### BOOKING DEPOSITS AND CANCELLATIONS

10. The Hotel reserves the right to require payment of a deposit at any time prior to the holding of a function, the amount of which will be determined by the Hotel. Should the client fail to pay such deposit within seven days of being requested to do so and no less than seven days before the beginning of the function, the Hotel may treat the booking as having been cancelled by the client.

10.1 The following deposits apply to all bookings:

Private Functions	100% of estimated total price one months prior to event
Company Functions	10% of estimated total price with return of signed contract, 70% of estimated total price two months prior to event.

Balance supported by credit card details or credit facility if agreed by the Hotel.

Cancellation of a room and food and beverage bookings (or any part thereof) and cancellation charges will be handled as follows:

Cancellation Date	% of total price quoted payable by clients
On confirmation of the booking	10% non-refundable is required
Between 60 and 89 days prior to event	25%
Between 30 and 59 days prior to event	50%
Between 10 and 29 days prior to event	75%
Less than 10 days prior to event	100%

Cancellations are not valid unless notice of cancellation is received in writing and cancellation date is date of receipt by the Hotel.

10.2 Cancellation by the hotel - The Hotel reserves the right to cancel any booking at its discretion in the following circumstances.

(a) If it appears in the opinion of the Hotel that the nature of the event is materially different or the numbers significantly vary from that originally envisaged.

- (b) If it appears in the opinion of the Hotel that there is a serious threat to the security of the Hotel or its guests or that the event is likely to cause a serious disturbance.
- (c) If it appears in the opinion of the Hotel that the nature of the event is materially different from that originally envisaged by the Hotel.
- (d) For any other reason which the Hotel considers reasonable in the circumstances.
- (e) If the client, being an individual, has a bankruptcy order made against him or her or enters into a scheme of arrangement with his or her creditors or, being a company, has a receiver liquidator or administrator appointed over the whole or part of its assets or enters into any composition ro scheme of arrangement with its creditors.

10.3 If the Hotel without any obligation on its part succeeds in making a replacement booking, it may in its discretion reduce cancellation charges.

### NON ARRIVAL CHARGES

11. Suites reserved in conjunction with functions are regarded as being guaranteed and, in the event of non-arrival, the entire booking will be subject to cancellation charges

### GUARANTEE OF PAYMENT

12. In the case of a group booking, where individual invoicing takes place, the client hereby guarantees on first demand as primary obligator the due payment of all sums which may be due from any individual group members to the Hotel. Should any individual's extra bills not be settled prior to departure (e.g. late mini-bar charges) these shall be forwarded to the principal company

### EVENT INSTRUCTIONS

13. Ten days prior to arrival, the client is requested to submit the following information to the Hotel:

- (a) Confirm event schedule
- (b) Room List - indicating VIPs and their titles
- (c) Account instructions. Account settlement - balance of the group account is due within 30 days of receipt
- (d) The client, ie; placer of booking shall be responsible to ensure that all extras on individual bills are paid to the Hotel

### GENERAL LIABILITY

14.1 The Hoteliers will not be liable for any failure to provide the services contracted in the following circumstances:

- (a) Industrial action by Hotel employees
- (b) Industrial action by staff of a major supplier
- (c) Fire, lightning, aircraft impact, explosion, riot and civil commotion, malicious damage, storm, tempest, flood, burst pipes, electrical failure, earthquakes and impact, terrorism
- (d) Postal bookings which do not reach them
- (e) Any other circumstances beyond reasonable control of the Hotel

Without prejudice to the foregoing and without inferring any liability against the Hotel, the Hotel undertakes to take all possible action to alleviate such inconvenience

14.2 Any contracts with the Hotel shall not be assignable

14.3 These terms and conditions shall be governed by and construed in all respects in accordance the English Law and subject to the non-exclusive jurisdiction of the Courts of England and Wales.

15. The client shall be responsible for any damage caused to the allocated rooms or the furnishing utensils and equipment therein by an act, default or neglect of the customer, sub-contractor or guest of the client, and shall pay to the Hotel on demand the amount required to make good or remedy any such damage.

16. This Agreement does not affect any rights which the client may have under the Hotel Proprietors Act 1956 where the Act applies. The Hotel referred to herein is The Crowne Plaza Belfast operated by Andras House Limited, 60 Great Victoria Street, Belfast BT2 7BB.

Current prices Available Until: 30th June 2017







Shaw's Bridge, Belfast, BT8 7XP

Telephone: 028 9092 3500 - Email: [meetings@cpbelfast.com](mailto:meetings@cpbelfast.com) - [www.cpbelfast.com](http://www.cpbelfast.com)