



THE ORCHID HOTEL

CONFERENCE AND MEETINGS
2011



THE ORCHID HOTEL
Bournemouth

CONFERENCE & MEETINGS

The Orchid is a beautiful contemporary hotel located on Bournemouth's exclusive East Cliff, ideally situated within strolling distance of the beautiful local beaches and cosmopolitan town centre of Bournemouth and 5 minutes away from all the main travel networks.

Our stunning Indonesian-styled décor, friendly professional staff and relaxed atmosphere offers a friendly, informal and truly unique venue for any occasion.

We provide a modern & flexible environment, which can be tailored to your individual requirements, whether you are organising a conference, small business meeting, seminar or banquet.

Our dedicated team believes in personal, efficient and friendly service. Whatever your needs, we will ensure that your event runs smoothly from start to finish.

On the following pages you will find further details about facilities, room dimensions, menus and prices.

Should you need further information or would like to arrange an informal meeting, please feel free to contact me anytime.

Yours sincerely,

Judit Mlinko

Events Manager

judit@orchid-hotel.co.uk

WHAT CAN WE CATER FOR?

We have had the pleasure of organising & accommodating a variety of corporate & private events at The Orchid, many of which have been completely bespoke occasions. These have included:

- *Breakfast Meetings*
- *Networking Events*
- *Press Conferences*
- *Corporate Training & Conferences*
- *Functions*
- *Exhibitions*
- *Product Launches*
- *Team Building Events*

FACILITIES & EQUIPMENTS

Should you have any special requirements not listed below or require further information, please contact our Events Manager.

- *Air Conditioned Meeting Room*
- *Natural Light*
- *Easy Ground Floor Access*
- *Separate Bar Area*
- *Hardwood Dance Floor Area*
- *Projector Screen*
- *Flip Charts & Pens*
- *Free Hi Speed Wi-Fi Internet*
- *CD/DVD player*
- *Stationery*

ROOM HIRE ONLY

We tailor our packages to meet your requirements and your budget and if the below times do not suit your event, please contact us for a quote.

	Half Day	Full Day
<i>Sakura Suite</i>	£75.00	£100.00
<i>Listera Room</i>	£95.00	£120.00

Half Day: 0-4 hours

Full Day: 4-8 hours

In addition to your room hire rates you can add the following:

Tea/Coffee - £1.50 per person per 1 serving or £3.50 per person for 3 servings

Tea/Coffee & Biscuits - £2.00 per person per serving

Tea/Coffee & Pastries - £4.25 per person per serving

CONFERENCE ROOMS

The Orchid Hotel has two large contemporary rooms available for private hire. The layout of each room is completely flexible, allowing us to tailor to your specific requirements.

Listera Room - Dimensions: 10m x 11.5m

Situated on the ground floor overlooking our secluded Indonesian style Courtyard, the comfortable & contemporary decor of the Listera Room benefits from extensive natural daylight due to the 'open plan' design.

<u>Layout</u>	<u>Capacity</u>
Boardroom Style	35 people (half room)
U Shape	46 people (whole room)
Cabaret Style	36 people (3 tables - 12 people per table - half room)
Theatre Style	60 people

Sakura Suite - Dimensions: 9m x 8.5m

The Sakura Suite is a modern ground floor room, benefiting from its own private bar. It features French-style doors opening out onto our secluded Indonesian-style Courtyard, which guests are invited to enjoy at any time (*weather permitting*).

<u>Layout</u>	<u>Capacity</u>
Boardroom Style	30 people
U Shape	30 people
Cabaret Style	45 people
Theatre Style	45 people
Classroom	12 people (only for small groups)

Indonesian Courtyard

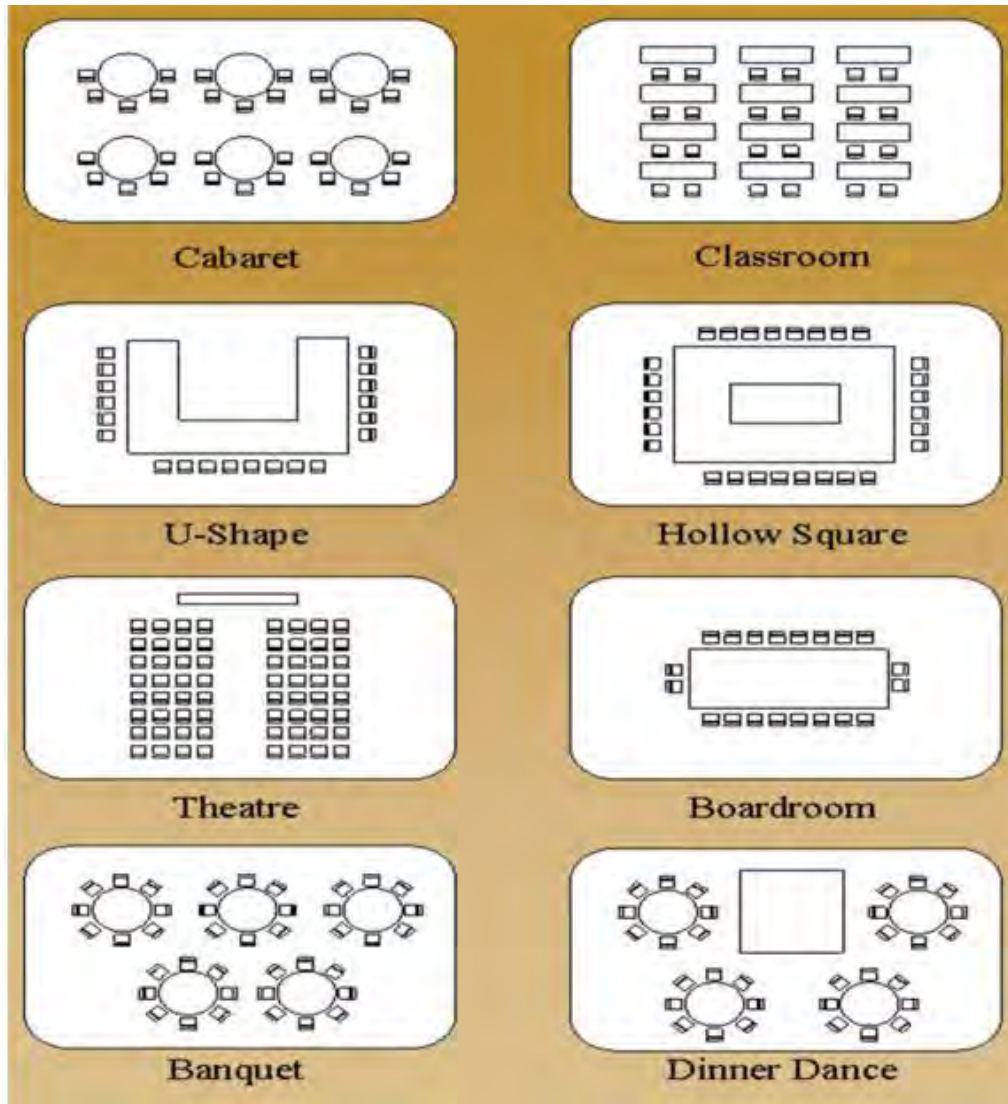
In fine weather, the Indonesian Courtyard provides the perfect location for summer parties, BBQ's & drinks receptions. Finished with large Indonesian pagodas, natural tropical ferns and Balinese statues, it is a secluded space, perfect for that private drink.

The Lounge Bar

For parties over 60 people, we offer full use of the contemporary lounge bar for the event. (*Please note: this is a public bar & is open to hotel residents at all times*)

ROOM LAYOUTS

Subject to available space, conference rooms can be arranged to suit the requirements of your occasion. Here are some of the more frequent layouts.



Meeting room set up guide

- Boardroom – suitable for small meetings/interviews
- Theatre style – appropriate for large sessions and short lectures that do not require extensive note taking
- Classroom – most desirable set-up for medium to large size lectures tables provide attendees with space for spreading out materials and taking notes
- Cabaret – this is a great setup if your event is based around brainstorming or group exercises, where you want your attendees to interact with one another
- Boardroom, Hollow square or U Shape – appropriate for interactive discussions and note taking sessions for fewer than 25 people

BREAKFAST MEETINGS

Your business colleagues and delegates can choose from a wide variety of breakfast menus available* prior to or during your morning event.

Basic Breakfast £4.25 per person

Bacon/Sausage Sandwich

Continental Breakfast £5.25 per person

Selection of Danish Pastries

Toast & Preserves

Selection of Cereals & Yoghurts

Fruit Juices

Freshly Brewed Coffee/Tea

Country Living Healthy Breakfast £7.95 per person

Two Halves of Muffin

Poached Eggs & Hollandaise Sauce

Fresh Fruits

Muesli & Yoghurt

Selection of Cheeses

Herbal or Fruit Teas / Decaffeinated Coffee

American Breakfast £7.95 per person

Smoked Salmon Bagels with Cream Cheese

Freshly Baked Croissants

Homemade Blueberry Muffins

Fruit Juices

Freshly Brewed Coffee / Herbal or Fruit Teas

Traditional English Breakfast £8.95 per person

Egg (fried, poached or scrambled)

Bacon

Sausage (vegetarian alternative available on request)

Baked Beans

Hash Browns

Grilled Tomato

Mushrooms

Fried Bread or Toast

Fruit Juices

Freshly Brewed Coffee/Tea

If our menu selection does not suit your dietary needs, we will be happy to suggest alternative dishes.

* available 8.00am – 10.00am, pre-order only

WORKING LUNCH

To ensure your meeting is a success and energy levels are maintained throughout the day, our Chef has put together a varied menu – ranging from tasty snacks to hot and cold buffets

There may be occasions when a lunch break is not possible. We can arrange for a finger buffet lunch to be brought to your meeting room, enabling delegates to continue working whilst eating. Alternatively, a chance to escape' from the meeting room, lunch can be served in The Lounge Bar or the Courtyard area.

Day Delegate Rate 1 - £12.95 per person

*Assorted Finger Sandwiches
Cheese Platter
Fresh Fruit Platter*

Day Delegate Rate 2 – 'Healthy Eating Menu' -£18.95 per person

*Dry roasted Chilli Seasoned Potato Wedges (v)
Vegetable Crudités with a selection of Reduced Fat Dressings & Dips (v)
Lime & Coriander Marinated Chicken Skewers
Mini Falafel with Turmeric & Yogurt (v)
Oven baked Thai Style Marinated Fish Brochettes
Fresh Fruits*

Day Delegate Rate 3 - £24.00 per person

*Assorted Finger Sandwiches
Marinated Salmon Platter
Assorted Chicken Brochettes
Goats' Cheese, Tomato & Tapenade Crostini (v)
Cheese, Celery & Biscuits Platter (v)*

Day Delegate Rate 4 - £30.00 per person

*Selection of Double Decker Sandwiches
Tuna & Sweetcorn Tartlet with Coriander
Marinated Chicken Wings with Rosemary & Garlic
Crab & Salmon Cake with Sweet Chilli Sauce
Homous with Italian Bread Sticks
Assorted Pizza Slices
Mini Caesar Salad in Pitta Bread
Strawberry Tartlets*

(v) Suitable for vegetarians (n) May contain nuts

If our menu selection does not suit your dietary needs, we will be happy to suggest alternative dishes.

Our Day Delegate Rates include:

- *lunch menu of your choice*
- *room hire*
- *conference stationery*
- *in-house equipment hire*
- *jugs of iced water*
- *morning / afternoon Tea & Coffee*
- *Wi-Fi Access*
- *dedicated events coordinator*
- *VAT*

PLANNING YOUR MEALS

- Generally allow 30 minutes for breakfast, 45 to 60 minutes for lunch. For refreshment breaks allow minimum of 15 minutes
- Plan on 2 cups of tea or coffee per person for a morning break and one cup of tea or coffee or soft drink in the afternoon break
- Consider a buffet for small group working session as these offer variety and faster service
- We can arrange evening meals in a private dining area or in The Lounge Bar
(minimum numbers apply, please check with the Events Manager)

FINGER BUFFET MENUS

Buffet A £10.50 per head

Selection of Finger Sandwiches
Mini Thai Vegetable Spring Rolls (v)
Mixed Croûtes (Savoury Puff Pastry Parcels)
Bruschetta of Tomato, Buffalo Mozzarella and Pesto (v)
Chicken Satay Brochettes (n)
Marinated Salmon and Guacamole on Cheddar Croutons
Crudités and Savoury Chips

Buffet B £13.50 per head

Selection of Open Sandwiches
Goats' Cheese, Onion Marmalade Tartlets (v)
Assorted Quiches
Crab and Salmon Cakes
Chorizo and Manchigo Cheese Kebabs
Oriental Prawn Dim Sum
Teriyaki Chicken Brochette
Onion Bhajis (v)

Buffet C £15.50 per person

Assorted Brioche Sandwiches
Mini Beef and Onion Burgers
Smoked Salmon Croque Monsieur
Arabic Chicken Pastille infused with Cumin, Coriander, Apricot
Tiger Prawn Tempura
Caramelised Pear and Gorgonzola Bruschetta (v)
Spicy Crab Cake

(v) Suitable for vegetarians (n) May contain nuts

ADDITIONAL MENU OPTIONS

Canapés

(priced per person)

- Bangers on Mash £1.00*
- Chopped Ham with Mustard Butter £1.20*
- Rosette of Prawn, Mango, Coriander £1.50*
- Emince of Smoked Salmon on Blinis £1.80*
- Tequila cured Salmon on Guacamole £1.50*
- Fillet of Duck on Spiced Bread £1.90*
- Apricot, Foie Gras, Walnut (n) £2.00*
- Lobster on Lobster Mousse £2.00*
- Confit of Pepper, Prosciutto, Asparagus £1.80*
- Sundried Tomato and Mozzarella (v) £1.50*
- Cheese Allumettes (v) £1.00*
- King Prawn wrapped in Prosciutto £2.00*
- Sesame Prawn on Toast £1.20*
- Choux Buns with Cheese (v) £1.50*
- Duo of Pudding with Apple £1.50*
- Mini Quiches £1.00*
- Chicken Satay Tartlets (n) £1.80*
- Mini Vegetable Spring Rolls (v) £1.00*

Wine & Cheese - £8.95 per person

- Glass of House Red or White Wine*
- A selection of 4 Cheeses*
- Cheese Biscuits & Breads*
- Grapes, Celery & Strawberries*

Afternoon Tea – £12.25 per person

- Selection of Finger Sandwiches*
- Smoked Salmon & Cream Cheese Bagels*
- Homemade Scones with fresh Strawberries, Chantilly Cream & Jam*
- Victoria Sponge Cake*
- Selection of Danish Pastries*
- Freshly brewed coffee and a selection of English, Fruit and Herbal Teas*

Orchid Carvery - £12.50 per person

- Roast Pork Joints (plain, honey & mustard, spicy, BBQ flavoured)*
- Mixed Leaves Salad & Mixed Fresh Vegetables Salad*
- Homemade Coleslaw*
- Stuffing & Potato Wedges*
- Fresh Bread Rolls*
- Various Relishes & Sauces*
- Homemade Apple Sauce*

BBQ MENUS

Menu 1 - £15.00 per person

Homemade Beef & Onion Burger
Vegetarian Burger
Marinated Chicken
Garlic Bread (v)
Mixed Leaves, Tomato Basil Salad
Coleslaw (v)
Tabbouleh (v)
Homemade Gateaux

Menu 2 - £22.50 per person

Homemade Beef & Onion Burger
Vegetarian Burger
Thai Marinated Chicken & Sweet Pepper
Grilled Salmon Pave
Roast Mediterranean Vegetables
Jacket Potatoes (v)
Garlic Bread (v)
Mixed Leaves, Tomato Basil Salad,
Coleslaw (v)
Tabbouleh (v)
Fresh Strawberries & Cream
Lemon Cheesecake

Menu 3 - £28.50 per person

Homemade Beef & Onion Burger
Vegetarian Burger (v)
Rib Eye Steak
Grilled Tuna Steak
Chicken and Tiger Prawn
Corn on the Cob
New Potatoes (v)
Garlic Bread (v)
Mixed Green Salad (v)
Tomato, Mozzarella (v)
Prawn and Mango Pasta
Waldorf Salad (v)(n)
Fresh Fruit Salad
Chocolate Delice

(v) Suitable for vegetarians (n) May contain nuts

ACCOMMODATION

For those wishing to stay overnight at The Orchid Hotel, we offer:

- * Competitive corporate rates based on sole occupancy
- * 32 Individually Styled Guest Bedrooms
- * Bed & Breakfast (Choice of Traditional or Continental Breakfast)
- * Trouser Press
- * Tea & Coffee making facilities
- * Early Morning Calls
- * Dry Cleaning Service
- * 24hr Reception
- * Free Car Parking
- * Comfortable Lounge/Bar for relaxing during the Evening
- * Free Hi-speed Wi-Fi internet access throughout the hotel
- * Full range of high quality Wines & Draught Beers available
- * Corporate Facilities - Fax, Email & Printing Services (Please enquire with Reception)
- * Disabled lift & facilities
- * Air Conditioned Bar & Function Room
- * Local Taxi Service, arranged by the Hotel

DIRECTIONS TO THE HOTEL

*The Orchid Hotel,
34 Gervis Road,
Bournemouth, Dorset
BH1 3DH*

*T: 01202 551600
F: 01202 553737
E: info@orchid-hotel.co.uk
www.orchid-hotel.co.uk*

By Road

From London, join the M3 Southbound
Continue on the M3 towards Winchester and the South West
At Junction 13, branch left, and join the M27 motorway (signposted M27 West, Bournemouth)
Continue forward on the A31; Merge into left hand lane signposted Bournemouth A338
At Ashley Heath Roundabout, take the 1st exit onto A338 to Bournemouth
At Roundabout take 1st exit onto A35 (signposted Bournemouth Town Centre - West Ring Road)
At roundabout take 3rd exit onto Holdenhurst Road B3066
At Lansdowne roundabout take 2nd exit onto Meyrick Road, at roundabout take 3rd exit onto Gervis Road
The hotel is located on the right hand side.
Free Car Parking is available at the front & rear of the hotel.

By Rail

Bournemouth Railway Station– South West Trains with direct routes to London
Holdenhurst Road, Bournemouth BH8 8HX
Ticket office: 0845 6000 650
Further info: www.southwesttrains.co.uk or www.nationalrail.co.uk
The hotel is located approximately 10 mins from the station
Taxi service is available to take you direct.

By Coach

Bournemouth Travel Interchange – National Express Coaches
Local & National Bus Routes // Holdenhurst Road, Bournemouth BH8 8HX
The hotel is located approximately 10 mins walk from the station.
Taxi service is available to take you direct.

TERMS & CONDITIONS OF BOOKING

Confirmations

- a) Bookings will be treated as provisional until written confirmation is sent by the Client to the Hotel, which should be within 7 days of the original booking. The Hotel will then acknowledge receipt of the confirmation in writing.
- b) Final numbers for conferences must be given 10 days prior to the event.
- c) If the Clients' booking is accepted by the Hotel on the basis that a minimum number of delegates will be attending the conference, the amount payable by the Client shall be calculated on such minimum number or the number actually attending, whichever is greater.

Cancellation/Reduction in Numbers

- a) Should you have to cancel, or reduce the numbers by more than 10% for your booking, a charge will be made, calculated as a percentage of the total booking value, according to the scale below:
27 – 14 days prior to the event 50%
13 – 7 days prior to the event 80%
6 days or less prior to the event 100%
- b) All cancellations/reductions in numbers should be confirmed in writing by the Client.
- c) Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged in full in the event of cancellation.
- d) Residential Conferences Non-Arrival Charges/Early Departures
Bedrooms reserved in conjunction with conferences are regarded as guaranteed bookings and in the event of non-arrival, any additional nights for this reservation will then be cancelled and appropriate charges will be made. Similarly, the Hotel reserves the right to charge for early departures.

Credit

Credit facilities with The Orchid Hotel may be obtained on application to the Hotel (*subject to the agreement of the Hotel and a credit check*). Credit facilities must be agreed in writing by the Hotel at least 2 weeks prior to the conference. All invoices are due for payment within 14 days from date of invoice. If no such arrangements have been made all charges must be paid prior to departure. No credit facility is available on the day of departure.

Corkage

No wines, spirits or food may be brought into the allocated meeting rooms by clients or guests for consumption on the premises. All beverages must be purchased from the Hotel.

Price Variation

In the event of circumstances beyond the Orchid Hotel's control (e.g. increases in the standard rate of VAT), we reserve the right to vary the prices quoted to reflect the changed circumstances.

Loss or damage

The client is responsible for any loss or damage caused to the Hotel property (and equipment or any equipment hired) caused by either the clients or a client's guests.

Finishing Times

All guests must adhere to licensing laws.

At the end of the event all non residents are requested to leave the premises. The bar may be closed at any time at the discretion of the Hotel should there be a problem or perceived problem. The bar will remain open to residents of the Hotel.

Health and Safety

If the client wishes to use the grounds of the Hotel for any activities other than meetings or socializing, the client must inform the Hotel with all details of the activity. The Hotel cannot be held responsible for injuries caused by or failings of externally sourced equipment.

General

The Hotel will take all reasonable steps to fulfil the reservation to the best of its abilities and in accordance with details provided. However, it does reserve the right to provide alternative services of at least an equivalent standard at no additional cost to the client.

The client shall not be entitled to assign the booking to a third party or to use the Hotel facilities other than for the stated purpose without the Hotels' prior consent.

No variations of these conditions will be effective unless in writing and signed on behalf of the Hotel



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