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THE  
ROYAL  
HOTEL  
*Scarborough*

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CONFERENCE  
BROCHURE





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## The Gourmet

This elegant function room is perfect for the smaller conference, meeting or training session. The space is also a fantastic option for small dinners and gatherings. Seating up to 20 for dining and 40 theatre style, it is the ideal solution for conference with smaller numbers.

Area: 172.44 sq ft (52.56 sq m)

Length: 23.95 ft (7.30 m)

Width: 23.62 ft (7.20 m)

Height 10.27 ft (3.13m)

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## The Prince Regent

The Prince Regent Room offers an abundance of natural daylight and elegant décor, complete with a bar and sun terrace this is the perfect room to hold your conference.

Seating up to 40 for dining or cabaret style and 80 theatre style this room is suitable for medium sized conferences.

Area: 271 sq ft (82.82 sq m)

Length: 35.76 ft (10.90 m)

Width: 24.93 ft (7.60 m)

Height 14.44 ft (4.4m)

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## The Royal Ballroom

The Royal Ballroom is the largest function room at the Royal Hotel. It provides a glamorous setting for your conference. With a large floor space and stage area this is the perfect room to hold your AGM and entertain your guests. Seating up to 100 for dining or 80 cabaret style and 200 theatre style, this room offers ample space and includes a private bar.

Area: 2975 sq ft (276 sq m)

Length: 83 ft (25.3 m)

Width: 30 ft (8.8 m)

Height 13 ft (3.9m)

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## **Day Delegate**

### **From £34.50 per person**

Inclusive of:

- Main Meeting Room Hire
- Arrival Tea, Coffee and Pastries
- Mid-Morning Tea, Coffee and Snack
- Working Buffet or Restaurant Lunch
- Afternoon Tea, Coffee and Snack
- Still & Sparkling Mineral Water
- Screen
- Flip Chart and Stationery Kit
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Please note that a minimum of 10 delegates is required for the above packages



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## **24 Hour Delegate From £110 per person**

Inclusive of:

- Main Meeting Room Hire
- Arrival Tea, Coffee and Pastries
- Mid-Morning Tea, Coffee and Snack
- Working Buffet or Restaurant Lunch
- Afternoon Tea, Coffee and Snack
- Still & Sparkling Mineral Water
- Screen
- Flip Chart and Stationery Kit
- Three Course Evening Meal
- Overnight Accommodation
- Full English Breakfast
- VAT

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Please note that a minimum of 10 delegates is required for the above packages



# Build Your Own Package & Extra Options

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## Room Hire Price Per Day:

The Gourmet - £150.00

The Prince Regent - £500.00

The Royal Ballroom - £300.00

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## Flip Chart

£15.00 per day

## Stationery Kit

£5.00 per day

## Screen

£10.00 per day

## Projector

£50.00 per day

## PA System

£50.00 per day

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### **Single serving of Tea and Coffee**

£2.95 per person

### **Orange Juice**

£3.50 per person

### **Selection of Fruit**

£2.95 per person

### **Pastries**

£2.95 per person

### **Bacon, Sausage or Egg Bap**

£4.95 per person

### **Full English Breakfast**

£10.50 per person

### **Sandwiches and Chips**

£6.95 per person

### **Light Finger Buffet**

£11.95 per person

### **Hot Two Course Lunch**

£16.95 per person

### **Dessert Selection**

£3.50 per person

### **Afternoon Snack**

£2.95 per person

### **Three Course Dinner**

£17.50 per person







## Terms and Conditions

### 1. Numbers booked

- a) Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. This is set out in the attached document. Final numbers must be confirmed 28 days prior to the event (not including the day of the event) and, subject to a minimum number; this will be the number to derive charges.
- b) The hotel reserves the right to change a designated room after the appropriate consultation with the client if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.

### 2. Payment

- a) A deposit of 25% of the booking fee must be paid upon confirmation.
- b) The outstanding balance of the account is payable 28 days prior to arrival unless alternative arrangements have been agreed by the hotel. Credit will be given for the deposit paid.
- c) Completed credit application forms are required at least 30 days prior to the event for all customers requesting credit arrangements. The hotel is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.
- d) If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only recognised cards will be accepted. The card must be produced by the signatory prior to the event.
- e) All weddings, events, meetings and conferences must be fully prepaid at least 14 days prior to the event.

### 3. Cancellation by the Customer

- a) Should you cancel your booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.
- b) The following percentages of the total amount pre-booked will be charged:
  - If cancellation occurs 2 – 4 weeks before an event, cancellation is 50% of total charges
  - If cancellation occurs less than 2 weeks before an event, cancellation is 100% of total charges
- c) NO CHARGE will be made in the following circumstances:
  - If cancellation occurs prior to 4 weeks before the event
  - If cancellation occurs prior to 14 days before the event when the booking was made within 4 weeks prior to the event.
- d) NO CHARGE will be made if the venue can be resold for the same date(s) at a similar fee.
- e) When calculating the above periods, the actual day(s) of the event will not be taken into account.

### 4. Cancellation by the Hotel

The hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel's control.
- If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part of your assets.
- If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
- If the event may, in the hotel Manager's reasonable opinion, prejudice the reputation of the hotel.

### 5. Liabilities

- a) Please safeguard your property. The hotel will not accept any liability loss or damage to property of death or illness of or injury to persons unless caused by the hotel's negligence.
- b) Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.
- c) You are advised to consider your insurance cover in respect of (b) above.

### 6. General

- a) Goods and services may not be bought or sold on the premises without the hotel Manager's prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.
- b) The hotel name, logo and telephone number and the name "Britannia Royal Hotel Scarborough" may not be used in any advertising or other publicity without the prior written consent of the hotel Manager.
- c) No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the hotel Manager.
- d) If the contract includes your employing the services of an outside contractor you will indemnify the hotel against any loss or damage to property to death or illness or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The hotel reserves the right to refuse access to any contractor in appropriate circumstances.
- e) Consumption of alcohol not purchased on the premises or without an agreed corkage charge is not permitted. Any individuals found consuming alcohol not purchased on the premises will be asked to leave.
- f) Due to food safety regulations we are only able to leave a buffet out for a period of 2 hours. Please be mindful of this when finalising your times.



# DETAILS CONTACT



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