



Meetings and Conferences @ Alder House Hotel

“Your Success is Our Success”

Alder House aspires to be the perfect choice, by offering you delightful country house hotel setting coupled with a team committed to offering a high standard of service, making your visit an experience to remember.

Our York Conference Suite and The Mulberry provide a quality meeting venue and our consistency of service delivery helps to shape your delegates experience.

Our Conference Packages have been specifically developed to ensure productive, successful, hassle-free meetings and presentations in an air-conditioned environment.

Conference Capacities				
	Theatre	U Shape	Boardroom	Classroom
York Suite	80	40	30	50
The Mulberry	30	12	12	20

The York Suite offers ground floor access, Air Conditioning, Flipchart and 7' Screen and has a self contained bar.

The Mulberry offers ground floor access, Flipchart and 7' Screen.

The Hotel is situated centrally for all major West Yorkshire towns, situated only 5 minutes drive from the A62 and M62 Motorway and 10 minutes from the M1 Jct 40. It is only 30 minutes from Leeds/Bradford Airport and a couple of minutes from Batley and Dewsbury Intercity Railway Station. Ample, free car parking is provided to the front and rear of the Hotel with 24hrs security cameras.

Alder House has everything you need to make your meeting a success.

2011 Alder House Hotel Conferences
Daily Delegate Rates

Breakfast Meetings Rate
£8.95 per delegate

- ❖ Tea & Coffee with Fruit Juices available throughout the meeting
- ❖ Full Yorkshire Breakfast
- ❖ Room Hire, Flip Chart, Conference Pads and Pens

Standard Day Delegate Rate
£22.95 per delegate

- ❖ Tea, Coffee and Biscuits served on arrival
- ❖ Mid Morning Break - Tea, Coffee and Biscuits
- ❖ 2 Course Hot and Cold Buffet Lunch in the Restaurant
- ❖ Mid Afternoon Break - Tea, Coffee and Biscuits
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints

Executive Day Delegate Rate
£25.95 per delegate

- ❖ Tea, Coffee and Bacon Sandwiches served on arrival
- ❖ Mid Morning Break - Tea, Coffee with Danish Pastries
- ❖ 2 Course Hot and Cold Buffet Lunch in the Restaurant
- ❖ Mid Afternoon Break - Tea, Coffee and Chocolate Snacks
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints

Premier Day Delegate Rate
£29.95 per delegate

- ❖ Mini European Breakfast served on arrival
- ❖ Mid Morning Break - Tea, Coffee and Danish Pastries
- ❖ 2 Course Hot and Cold Buffet Lunch with soft drink or glass of House Wine
- ❖ Mid Afternoon Break - Tea and Coffee with a selection of cakes and pastries
- ❖ Selection of Soft Drinks in your main conference room
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints

2011 Alder House Hotel Conferences
Residential Delegate Rates

Standard 24hr Residential Rate
£89.00 per delegate

- ❖ Tea, Coffee and Biscuits served on arrival
- ❖ Mid Morning Break - Tea, Coffee and Biscuits
- ❖ 2 Course Hot and Cold Buffet Lunch in the Restaurant
- ❖ Mid Afternoon Break - Tea, Coffee and Biscuits
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints
- ❖ Table d'Hôte Dinner
- ❖ Overnight Accommodation and Full English Breakfast

Executive 24hr Residential Rate
£95.00 per delegate

- ❖ Tea, Coffee and Bacon Sandwiches served on arrival
- ❖ Mid Morning Break - Tea, Coffee with Danish Pastries
- ❖ 2 Course Hot and Cold Buffet Lunch in the Restaurant
- ❖ Mid Afternoon Break - Tea, Coffee and Chocolate Snacks
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints
- ❖ Table d'Hôte Dinner
- ❖ Overnight Accommodation and Full English Breakfast

Premier 24hr Residential Rate
£110.00 per delegate

- ❖ Tea, Coffee and Bacon Sandwiches served on arrival
- ❖ Mid Morning Break - Tea, Coffee and Danish Pastries
- ❖ 2 Course Hot and Cold Buffet Lunch with soft drink or glass of House Wine
- ❖ Mid Afternoon Break - Tea and Coffee with a selection of cakes and pastries
- ❖ Selection of Soft Drinks in your main conference room
- ❖ Room Hire, Flip Chart, Conference Pads and Pens
- ❖ Iced Water, Cordials and Mints
- ❖ TV and Video/DVD player
- ❖ Table d'Hôte Dinner with Half Bottle of House Wine per delegate
- ❖ Overnight Accommodation with Full English Breakfast, with upgraded room for main VIP/Conference Organiser

BASIC ROOM HIRE ONLY.

Half Day Conference £89.00 (7am - 12.30pm or 1.00pm – 5.00pm)

Full Day Conference £129.00 (7.00am – 5.00pm)

LCD Projectors	
3000 Lumen	£60.00
Projector Stands	£15.00
VGA Cables	From £3.00
Media Players	
DVD Player	£8.00
Mini Disc Player	£10.00
CD Player	£8.00
VHS Video Recorder	£15.00
Seamless Multi Input Video Switch	£35.00
VGA Splitter	£35.00
Twin Cassette Decks	£15.00
Professional Twin CD Player	£20.00
PA Systems	
Professional System 1000 Watt	£45.00
Escort Portable	£37.50
Compact PA CD/Tape	£37.50
Boogie Box	£15.00
Hearing Loop	£40.00
Large mixing desks suitable for 20 microphones plus	£85.00

All equipment is exclusive in the price list.

Specialist Presentation equipment can be arranged at an extra fee. Please specify your requirements at time of booking.

Refreshments or catering tailored to your needs can be ordered for all delegates through the hotel at the time of booking.

ALDER HOUSE HOTEL CONFERENCE CENTRE

MAP & DIRECTIONS

Directions from M62 Junction 27

Take the A62 towards Huddersfield; on your left, you will pass the Showcase Cinema and the JJB Sports Centre. Continue down the hill through the traffic lights until you reach the main junction at the bottom of the hill. Continue forward through these lights with the Greyhound Public house on your left.

Continue on the A62 up the hill passing the Petrol Station on your left until you reach the traffic lights.

Turn left onto White Lee Road. Continue on this road for approximately one mile until you reach the next traffic lights. At these Traffic lights turn left and you're first left again onto Healey Lane.

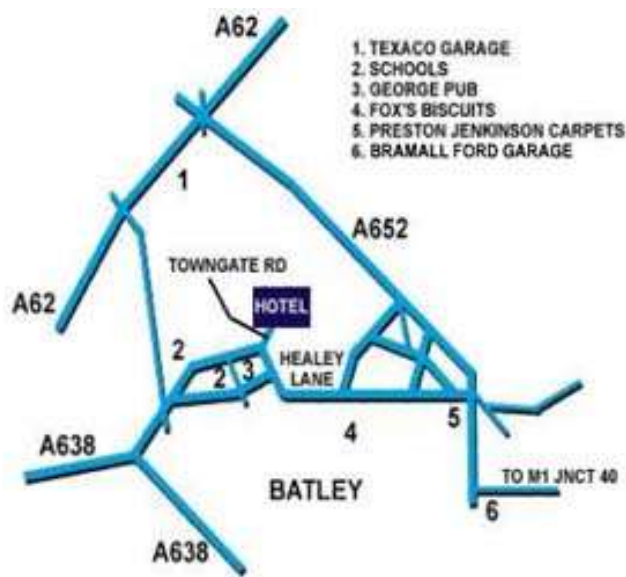
Continue on Healey lane passing the George Public House in front of you. Continue down the side of the public house and just before the bend turn onto Towngate Road (cobble road) and you will see the hotel in front of you.

Directions from the M1 Junction 40

Leaving the motorway and head towards Dewsbury, continuing to the end of the dual carriageway. At the roundabout, take the last exit onto Owl Lane towards Batley. After you have passed the Dewsbury Rams Rugby Ground at the small roundabout, go straight ahead signposted Batley.

Continue Straight ahead onto Grange Road to the bottom. Pass under the viaduct to the roundabout and take your third exit. Continue straight ahead placing yourself in the right hand lane ready to turn right at the traffic lights. Staying in the left hand lane at the traffic lights, turn left onto Hick Lane.

Continue up the hill passing the Foxes Biscuits building on your left until you reach the next set of traffic lights. Continue straight ahead at these lights up the hill passing Healey Mills on your left. Once passed the Mills take your next right turn into Healey Lane. On the first bend take a right turning onto Towngate Road (Cobbled road) and you will see the hotel in front of you.



Alder House Hotel
Towngate Road
Healey Lane
Batley
West Yorkshire
WF17 7HR

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info@alderhousehotel.co.uk

The Alder House Hotel, Towngate Road, Healey Lane, Batley, West Yorkshire. WF17 7HR
(hereinafter referred to as "The Hotel")
Terms and Conditions of Contracts relevant to Conferences, Banquets, Functions and Lettings
(hereinafter referred to as "The Event")

Confirmation

All bookings must be confirmed, in writing, by the Client to secure reservations. Changes to the contract must be made in writing. Private parties and receptions are required to pay a **non-refundable** deposit of **£500.00**. Payment of the deposit is considered as acceptance of all terms and conditions in force at the time of booking.

The Contract

All enquiries are dealt with and thereafter processed by the Hotel completing a Contract Form, a copy of which will be sent to the Client within 5 working days (Saturday and Sunday excluded as working days) of the date of intimation by the Client, of confirmation of the booking. The Client shall be obligated to respond in writing by signing and returning the contract within 5 working days (Saturday and Sunday excluded as working days) of receipt. The date of receipt shall be deemed to be 48 hours after the date of postmark. Confirmation of your booking by payment of deposit is considered acceptance of all terms and conditions of booking.

Price Guarantee

All prices are current and inclusive of VAT, unless otherwise stated. The Management wishes to point out that, whilst every effort will be made to maintain the current prices, they are subject to alteration.

Payment

1. Payment is due within 5 days (Saturday and Sunday excluded as working days) of the date of the invoice. The invoice will reflect the total indebtedness then known and due to the Hotel, but subject however to the continuing liability of the Client to make payment for any items which may then not (or the value of which) may not be known to the Hotel and which relate to the contract.
2. Payment terms may be varied only by agreement with the Hotel in writing.
3. Failure to pay timeously will result in interest running at the rate of 4% per annum above Bank of England base lending rate from the due date.
4. Any queries on any invoice must be raised within 5 working days (Saturday and Sunday excluded as working days) of the date of the invoice and should any such queries remain unsolved within 3 working days thereafter it will be the obligation of the Clients to make immediate payment of the undisputed amount as provided for in 1 above.
5. The Hotel reserves the right to withdraw credit facilities, which may be in existence, without explanation.

Variation Of Terms And Conditions As Contained In The Contract Form

Estimated Numbers: It is the obligation of the Clients to provide reasonably accurate details of estimated numbers attending the event at the time of booking. Should there be a 20% or more drop in estimated numbers the Hotel reserves the right to charge in full in respect of any further decrease in the numbers as intimated and thus contracted.

Final Numbers: It is the obligation of the Clients to provide details of final numbers attending the event, not less than 10 working days (Saturday and Sunday excluded as working days) before the event. Should there be any diminution in numbers from those intimated as provided for as above, the Hotel reserves the right to charge in full in respect of the total numbers as intimated and thus contracted. Should the Clients desire to increase the previously agreed numbers it will be solely at the discretion of the Hotel as to whether any increase will be permitted.

Client/Guest Use Of Hotel

1. The Hotel as statutory obligations and without prejudice to that generality such as those incumbent upon the Hotel related to Liquor Licensing, Fire Regulations, Health and Safety and others. It is thereafter the obligation of Clients and their guests to comply with these requirements as may be directed and enforced by staff at the Hotel.
2. Consumables must be as supplied only by the Hotel or its authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes won at any event.
3. Clients and their guests shall not act in an improper or disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the Hotel personnel.

Cancellation

By the Client – In the event of cancellation by the Client, they will be liable to pay cancellation fees apportioned to the total estimated value of business booked.

The scale is:-
between 26 weeks and 12 weeks in advance 50%
between 12 weeks and 28 days in advance 75%
28 days and less in advance 100%

By the Hotel- The event may be cancelled by the Hotel should any of the following circumstances occur

1. The Hotel or any part of it is closed due to circumstances beyond the control of the Hotel.
2. The insolvency of Clients
3. Where a deposit and instalment payments are being made to account for any future event, then should there be arrears outstanding for more than seven days the company reserves the right to cancel the contract
4. Any other circumstances which in the sole opinion of the Hotel, would lead to the reputation of the Hotel being damaged or damage being caused to the property of the Hotel.

In the event of cancellation by the Hotel, the Hotel will refund any advance payments subject to costs involved and absolves itself from any further liability.

In all instances, intimations of cancellation must be made in writing and will be effective on the date it is received by the Hotel.

Cancellation can be costly. The hotel strongly recommends that client's take out an insurance policy with regards their event.

Access Times

Reservations confirmed on a day rate are accepted on the basis that access to the room is limited to the period between 8.00am and 6.00pm, unless previously agreed by the Hotel and acknowledged in writing. Function rooms booked in series may be let for evening sessions by prior written arrangement. Unless this is arranged in advance, the room will require to be cleaned in order to fulfil any other contract.

General

1. The Client shall be liable for any losses or damages caused either to the property of the Hotel, its patrons, or any item within the Hotel, whether in the ownership of the Hotel or not. Charges will be raised at full replacement cost, and charges may be raised to cover loss of business incurred as a result of the damage.
2. The Hotel will take all reasonable steps to fulfil its obligations, in respect of any event, to the best of its ability and in accordance with the details provided but, it reserves the right to provide alternative services, of at least an equivalent standard, at no additional cost to the Client.
3. Notwithstanding the above terms and conditions, the Hotel will not be liable for any failure to perform its obligation to the Client in whole or in part as a result to any of the following circumstances:
 - a) strikes or industrial action
 - b) fire
 - c) flood
 - d) civil commotion
 - e) act of god
 - f) failure of service
4. Prices quoted are subject to annual review, the Hotel reserves the right to alter prices without notice. This is also applicable to confirmed bookings. Price increases, which will be in line with economic circumstances will not result in Clients being entitled to resile from contracts. The Hotel reserves the right to add any new or additional tax/levy imposed by lawful authority, which was not known at the time the contract was made.
5. The attention of Clients is drawn to the notices relative to the Innkeepers Liability Act and other displayed in the hotel and also car park with regard to the exclusion of liability by the Hotel.
6. In connection with any event at which any form of entertainment is to be provided this will be entirely the responsibility of the Client.

Variation of Conditions

Any variation of the above conditions may only be sanctioned by the General Manager, or the Owners, and will only become effective when confirmed in writing by the aforementioned officials. Each of these terms and conditions are separate and severable, and whilst they are considered reasonable in all circumstances hereof, if any of them become invalid or ineffective for any reason, the remaining terms and conditions shall remain valid and enforceable

1st January 2011