

# Morgans

@ The Exchange Hotel Events

Our first floor function room is a multi use room, situated above the main bar/lounge area.

Perfect for a works conference, meeting or maybe just a private function, we are happy to cater whatever your requirements. The room itself can seat up to 25 people for a sit down meal or up to 40 people for a buffet.

The restaurant is also available for private hire, for groups between 40-50 persons Sunday to Thursday only. (Please call discuss this further)



## Event Contact

Matthew Oldham

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# Event Booking Form

## Contact Information

Forename:

Surname:

Street:

Town:

Postcode:

Telephone Number:

Mobile Number:

Email Address:

## Booking Details Booking

Function Type:

Date:

Arrival Time:

Meal Time:

Number of People:

Meal:

Buffet:

Drinks Package:

Other:

Special Requirements:

## Deposit

We will provisionally book your function and hold for one week then we will require a non refundable deposit of:

£20 for meetings/conferences

£5pp for a meal or buffet

## Room Hire\*

Monday – Friday	(AM)	£20.00 Room Only	09:00-17:00
Monday – Thursday	(PM)	£25.00 Room Only	18:00-00:00
Friday	(PM)	£50.00 Room Only	18:00-00:00
Saturday	(AM)	£50.00 Room Only	09:00-17:00
Saturday	(PM)	£100.00 Room Only	18:00-01:00
Sunday	(AM/PM)	£25.00 Room Only	12:00-01:00

## Extras

Projector & Screen (AM/PM) £10.00

Flip Chart & Paper (AM/PM) £5.00

*This can be supplied on the day if necessary, complimentary if part of buffet/meal package*

# Function Sample menu

We pride ourselves in catering for the individual needs of each party as everyone wants something different. Therefore please arrange a meeting with Matt and the chef to discuss requirements.

## Starters

### Homemade soup of the day

with local bread and butter

### Classic chicken liver pate

with green peppercorn and brandy and our own homemade chutney and toasted local bread

### Duo of Bruschetta

topped with goats cheese and red onion chutney, mozzarella and red pepper relish

### Salmon & cod fishcake

served with a dill, lemon, mustard and ginger creamy mayonnaise

*or as main course* £12.50

## Mains

### Morgans burger - £9.95

Homemade beef Pattie served on an open bun with Cheddar, bacon, spicy tomato relish, and triple cooked chips

### Sirloin - £19

Served with buttered sautéed mushrooms, hand cut chips, baked tomato filled with café de Paris butter and a mixed salad garnish dressed with honey and mustard

**Salmon & cod fishcakes - £12.50** served with a dill, lemon, mustard and ginger creamy mayonnaise

### Pea, mint and broad bean risotto - £11

finished with mint and parmesan butter,

topped with rocket and watercress garnish – *Why not add on prawns for an extra - £2.50*

### Morgans style Chilli - £11

Diced beef cooked in a traditional tomato and spiced sauce, cannellini beans finished with dark chocolate served with buttered cumin rice and sour cream

## Desserts

### Dark chocolate brownie £6

served with vanilla ice cream and chocolate sauce

### Ice creams £4.50

choice of three scoops, please ask our front of house for today's selection

### Cheesecake of the week £5

served with double cream

### Selection of cheeses £8

including stilton, mature cheddar, Shropshire blue and camembert with cheese biscuit, grapes and our homemade chutney

# Buffet Options

## Classic @ £7.50pp

- Choice of 3 sandwiches on locally made bread: Ham, Cheese, Tuna, Beef, Egg Mayonnaise or Roasted Vegetables
- Selection of bruschetta
- Hummus, pitta and olives
- Roasted vegetable salad with rocket and watercress
- Roasted chicken drumsticks seasoned or with Cajun spice
- CHOICE OF ONE: Pasta salad with roast peppers, olives and lemon olive oil OR Classic potato salad with our chefs secret recipe OR Mixed leaf salad with honey and mustard dressing OR Tomato and red onion salad with balsamic vinegar
- CHOICE OF ONE: Classic roasted potato with herbs OR Homemade Morgans triple cooked chips

## Premium @ £8.50pp

- Choice of 4 sandwiches on locally made bread: Ham, Cheese, Tuna, Beef, Egg Mayonnaise or Roasted Vegetables
- Selection of bruschetta
- Hummus, pitta and olives
- Roasted vegetable salad with rocket and watercress
- Roasted chicken drumsticks seasoned or with Cajun spice
- CHOICE OF TWO: Pasta salad with roast peppers, olives and lemon olive oil OR Classic potato salad with our chefs secret recipe OR Mixed leaf salad with honey and mustard dressing OR Tomato and red onion salad with balsamic vinegar
- CHOICE OF TWO: Classic roasted potato with herbs OR Homemade Morgans triple cooked chips

## Platinum @ £10pp

- Choice of 4 sandwiches on locally made bread: Ham, Cheese, Tuna, Beef, Egg Mayonnaise or Roasted Vegetables
- Selection of bruschetta
- Hummus, pitta and olives
- Roasted vegetable salad with rocket and watercress
- Roasted chicken drumsticks seasoned or with Cajun spice
- Pasta salad with roast peppers, olives and lemon olive oil , Classic potato salad with our chefs secret recipe, Mixed leaf salad with honey and mustard dressing , Tomato and red onion salad with balsamic vinegar
- Classic roasted potato with herbs
- Homemade Morgans triple cooked chips
- Selection of cured meats OR a selection of smoked and cooked fish/shellfish

INDIVIDUAL PACKAGES ARE ALSO CATERED FOR

## Hot Buffet Options

(Self service from hot plate)

£10pp

- Homemade curry, rice & salad
- Homemade lasagne, garlic bread & salad
- Veggie chilli, rice & salad

Why not add a dessert for £2.50?

- Apple crumble & cream
- Sticky toffee pudding, toffee sauce & cream
- Tropical fruit salad with mint mojito syrup

Other options are available, please enquire for more details.

# Drink Packages

## Arrival Drinks

Bucks Fizz	£3.95pp
Kir Royale (Champagne and cassis)	£5.95pp
Pimms and Lemonade	£3.50pp

## Drinks Packages

CLASSIC PACKAGE	£13.50pp
Arrival drink:	Prosecco, Pimms or Bucks Fizz (choose from one of the above)
Wine with meal:	1 Large glass of house wine red/white/rose
Toast:	Prosecco
PREMIUM PACKAGE	£18.50pp
Arrival drink:	Champagne; Champagne cocktail; Pimms and lemonade (choose from one of the above)
Wine with meal:	½ bottle of house wine red/white/rose
Toast:	Champagne
PLATINUM PACKAGE	£20.50pp
Arrival drink:	Rosé Champagne; Champagne cocktail; Pimms and lemonade (choose from one of the above)
Wine with meal:	1 bottle of house wine red/white/rose
Toast:	Rosé champagne or Champagne

## Hot Drinks

Tea & Coffee Facilities	£1.95pp
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INDIVIDUAL PACKAGES ARE ALSO CATERED FOR

## Our Terms and Conditions

These Terms and Conditions are applicable to conferences, weddings, banquets and other functions: these are referred to below as "the event".

### 1. Introduction

- 1.1. Any arrangement you enter into for the supply of goods, services and facilities is a contract and it is important for the parties to any contract to understand exactly what is being arranged and what their rights and obligations are.
- 1.2. The parties to the contract are ourselves (for convenience now referred to as "the Hotel" meaning The Exchange Hotel) and yourself (for convenience now referred to as "the Client" meaning the individual, firm or limited company requesting and ordering the supply of goods, services, or facilities to be supplied by the Hotel)
- 1.3. The contract will be governed by the Terms and Conditions set out below and no others, but if the Hotel agrees, they may be amended with the written agreement of the Hotel General Manager. The Client may not assign the contract.
- 1.4. The Client's signature on the Booking Request Form and / or any request by the Client that the Hotel should provide any goods, services or facilities indicates unqualified acceptance of these Terms and Conditions.

### 2. Booking Procedure

#### 2.1 Provisional booking

- (a) The Hotel is prepared to receive enquiries from Clients as to the availability of the Hotel for an event and it is prepared to accept provisional bookings if the Hotel is able to offer its facilities for the event. However, a provisional booking is not a confirmed arrangement and at that stage, if a provisional booking is made, no contract is entered into. The Hotel may permit the Client to convert the provisional booking into a confirmed arrangement, giving rise to an obligation under contract on the part of both parties.
- (b) Within 3 days of the Client making the provisional booking, the Hotel will send to the Client confirmation that the provisional booking has been received.
- (c) The provisional booking will automatically be cancelled without the need for notice to the Client unless, within 7 days after the date of posting of the confirmation of the receipt of the provisional booking by the Hotel, the Client returns to the Hotel a completed Booking Request Form and a non-refundable, non-transferable deposit.
- (d) The Client must complete the Booking Request Form in all the material particulars identified on the Form. This will enable the Hotel to understand the Client's requirements. Without these particulars, it may not be possible for the Hotel to confirm the arrangements and to make the contract. In particular, the number of guests or delegates attending should be identified as well as the provisional choice of menu and any other requirements such as accommodation. Any subsequent alteration to these requirements will cause the Hotel to recalculate the charges to the Client (though not below any minimum charge) at the agreed or published rates. The Client will accept any such recalculation of cost.

#### 2.2 Confirmed Arrangements

- (a) Within 3 days of receipt of the properly completed Booking Request Form and the deposit, the Hotel will issue a Booking Confirmation Notice, which will have the effect of confirming the arrangements subject to these Terms and Conditions. The Confirmation will be based on the particulars supplied in the Booking Request Form. The Booking Confirmation Notice will identify rates of charges for components required, subject to paragraph 9.1 below.
- (b) The Hotel appreciates that requirements may change but it is essential to the Hotel that it has confirmed particulars in sufficient time so as to be able to plan the event and to more accurately calculate and notify the cost. Therefore, not less than 7 days before the date of the event, the Client will supply final details and the following must be regarded as fixed: details as to timing on the day, menus, dietary requirements, special instructions and (if appropriate) a rooming list. At this stage, the number of guests or delegates must be identified but need not be regarded as fixed providing that the Hotel will reflect any alteration in numbers by a further adjustment of the cost, which the Client will accept.
- (c) Following receipt of the details mentioned in paragraph 2.2 (b) above, the Hotel will calculate a provisional estimate of final cost based on the information supplied by the Client. It will at this time issue an interim invoice payable within 7 days and representing £10 per person deposit. Please see the section about cancellation if this invoice is not paid when due, which terms will apply in the case of a default in payment.
- (d) Not more than 7 and not less than 3 days before the event, the Client will supply to the hotel the final numbers (being a component part of the cost of the event) along with a table plan, if required. The Hotel will then recalculate the final charges and determine the balance of costs to be paid by the Client.
- (e) The Hotel will at its discretion consider accepting final adjustments to the number of persons attending the event no later than 48 hours before the event. If the adjustment leads to further costs, these shall be invoiced and paid by the Client as will any goods, services or facilities supplied by the Hotel on the day of the event and not previously paid for: in each case, these must be paid for on the day of the event.

### 3. Numbers of guests: supplementary provisions

Special provisions should please be noted.

#### 3.1. Minimum charges:

- (a) In the case of weddings, banquets and functions, a component of the Hotel's charges is calculated per person attending but in any event the Hotel will advise the client before the Confirmation of Booking is issued as to the minimum number of persons to be charged for.
- (b) The Hotel's charges for Day and Residential Conference inclusive packages are based on an assumption that a minimum of 8 people will attend. It should be noted that if the number of people attending is less than the minimum, the Hotel reserves the right to recalculate charges (if necessary on the day of the event) and to charge the customer at the various rates then applicable for room and equipment hire, accommodation, beverages and meals. These charges must be paid on the day of the event unless otherwise agreed by the Hotel General Manager.

### 4. Cancellation.

- 4.1. Should the Client wish to cancel the booking for the event; the Client must give notice in writing to the Manager of the Hotel as soon as possible. Further, non-payment of any sums due to the Hotel when they fall due will result in the cancellation of event. In either circumstance, such cancellation will give rise to an obligation on the part of the Client to pay to the Hotel a sum to compensate for its loss in accordance with the scale set out below.
- 4.2. However, the Hotel will take reasonable steps in its absolute discretion to re-let or re-sell as many components of the event as it can, for example, conference or function space, bedrooms or other reserved facilities so as to mitigate the loss.
- 4.5. The Hotel is conscious of the difficulties that can arise for the Client in the event of cancellation. With that in mind, it strongly recommends that the Client takes out special insurance.

### 5. Cancellation by the Hotel.

The Hotel may cancel the contract and all arrangements made under it at any time without incurring liability to the Client if any of the following events occur:

- 5.1. The Client fails to pay any sum due to the Hotel when it becomes payable under these terms and Conditions.
- 5.2. The Client becomes insolvent, bankrupt or goes into liquidation or has an administrator or receiver appointed over its affairs
- 5.3. Any part of the Hotel is closed due to fire or water damage or due to alterations or redecoration by order of any public or statutory authority or any reason beyond the Hotel's control.
- 5.4. There is a failure to supply the Hotel with any essential services such as gas, electricity or water
- 5.5. The Hotel is unable to fulfil its obligations under the contract due to industrial action taken by any of its suppliers or their employees
- 5.6. The Hotel is unable to perform its obligations under the contract by reason of fire, lightning, aircraft impact, malicious or accidental damage, storm, gale, tempest, flood, earthquake, burst pipes, riot or civil commotion

### 6. Day and residential Conferences:

- 6.1 Terms as to deposits will be discussed and agreed with the Hotel's Manager at the time of provisional booking.

### 7. Final payment

- 7.1 The balance will be given to the client on the day of the event; all balances must be paid in one full amount to a member of staff.
- 7.2 Payment receipt for final balance will be issued

### 8. Prices and payments

- 8.1. Up to 3 months before the event, the Hotel may vary its charges
- 8.2. The Client agrees to pay the Hotel for any extra goods or services provided at the request of the Client or by any person having the actual or ostensible authority to act on the Client's behalf.
- 8.3. Payment shall be by way of cash, cheque, bankers draft or such credit cards as are recognised by the Hotel and to the limits recognised by the Hotel from time to time.
- 8.4. Payment may be made in pounds sterling.
- 8.5. Credit facilities may be granted at the sole discretion of the Hotel but only to corporate clients and only on completion of an application for credit submitted to the Hotel at least 28 days before payment date for which the credit is applied for.
- 8.6. All sums payable under the contract are payable on presentation of the invoice. Any query relating to the invoice must be raised within 14 days of the invoice date but this does not affect the obligation to pay the invoice on presentation. Should the Hotel have to issue court proceedings to recover any sum due from the Client, the Client will indemnify the Hotel in respect of all legal costs and expenses it incurs irrespective of the amount of the debt.

### 9. Corkage

The Client, guests or representatives may bring no wines, spirits, beers or food into the Hotel or its grounds without the prior consent of the Hotel: a charge may be made.

### 10. Compliance with Regulations and standards

- 10.1. The Hotel and its functions is the subject of statutory and licensing controls in relation to such things as fire, licensing and entertainment. Clients and their guests and representatives must observe these controls.
- 10.2. Further, the comfort and security of the Hotel and its patrons is of paramount importance to the Hotel. The Hotel reserves the right to be the judge of acceptable levels or noise and behaviour of the Client and persons attending the event. If in the judgement of the Hotel, the persons attending the event (including the Client) do not exhibit the standards of behaviour required by the Hotel, the Hotel reserves the right to stop the event and require those whose behaviour is unacceptable to leave. No compensation, repayment or refund will be payable by the Hotel.
- 10.3 The hotel reserves the right to make a charge for any willful damage.

### 11. Stolen / lost Goods

- (a) The Hotel accepts no responsibility or liability (whether in negligence or otherwise) for loss of or damage to any property of the Clients, or their guests, contractors or agents, or any of their employees occurring on the Hotel's premises.
- (b) If the Client, their contractors or agents (or any of their employees) leave property unattended in or on their Hotel's premises, the client will indemnify the Hotel against any claim for loss or damage to the property.

### 12. Time

Any failure by the Hotel to perform its obligations under any of the paragraphs of these Terms and Conditions (including all sub-paragraphs) within or at the time specified, will not constitute a breach of contract, nor put an end to the obligations of the parties and will not give rise to any claim for damages.

### 13. Jurisdiction

The Law governing this contract shall be the law of England and Wales and any dispute shall be dealt with in the Courts of England and Wales.