

# IT'S COLD OUTSIDE...

*Join us for a festive night of music and dance in our Henley Suite and enjoy a three course dinner and disco until late.*

## Menu

### **Roasted Butternut & Parsnip Soup (V)**

Toasted almonds & crusty bread

### **Homemade Baked Game Terrine**

Plum & orange jam, herb crostinis

### **Flaked Salmon & Prawn Timbale**

Lemon & dill crème fraiche, baby gem, brown bread

### **Grilled Flat Mushroom (V)**

Baby spinach, poached hen egg, tarragon hollandaise

### **Traditional Roast Turkey**

All the festive trimmings

### **Slow Roasted Honey Glazed Ham**

Creamy mash, seasonal vegetables, redcurrant jus

### **Poached Scottish Salmon Fillet**

Watercress, leek & prawn risotto

### **Spinach, Feta & Mushroom Tart (V)**

Olive tapenade, slow cooked tomato, garlic & herb sauce

### **Traditional Christmas Pudding**

Brandy crème anglaise

### **Chocolate & Orange Torte**

Cointreau cream

### **Raspberry & White Chocolate Cheesecake**

Fresh cream

### **Cheese & Biscuits**

Selection of British cheeses, grapes & celery

### **Freshly Brewed Coffee and Mince Pies**

#### *Times*

*Bar open from 7.00pm, Dinner served 7.45pm, Disco until 12.30am*

#### *Prices and Dates*

*Fridays and Saturdays throughout December £33.95 per person*

#### *Want to stay the night?*

*Special room rates are available for all Christmas party guests.*

*£70.00 Double Occupancy - £60.00 Single Occupancy (with breakfast)*

*For more information or to book call 0118 9500 885.*

[www.readinglakehotel.com](http://www.readinglakehotel.com)

[events@readinglakehotel.com](mailto:events@readinglakehotel.com)



## Terms and Conditions

### 1. Definitions

In these terms and conditions, the following words will have the following meanings: 'Deposit' means the non refundable and non transferable deposit per person required by the Hotel. 'Event' means the occasion the subject of this booking. 'Hotel' means the Reading Lake Hotel where the event is to be held. 'Total Contract Amount' means the total value of services provided by the hotel pursuant to the booking including the costs of room hire, food and beverage and any additional items agreed between you and the hotel.

### 2. Deposit and bookings

The hotel requires a deposit in order to secure a booking. The deposit must be paid for either by cheque or credit card within 10 days of the original reservation being made in order to confirm the booking. A full and final balance is payable 6 weeks (or such later time as may be agreed by the hotel) prior to the date of the event, including payment for any pre-ordered wine. This final balance is non refundable and non transferable. Should this payment not be received, the hotel reserves the right to release and cancel the booking. In the event of a cancellation or reduction in numbers from the original booking, the hotel reserves the right to impose full charges unless spaces are resold.

### 3. Minimum numbers

Minimum numbers apply for dining packages; these will be confirmed by the hotel at the time of booking. Parties of fewer than ten people may be asked to join others. Larger parties are not assured of being seated on the same table although the hotel will endeavour to ensure that they are grouped as closely together as possible. The table plan for functions are designed to enhance the enjoyment of your evening and, as such, any party which is smaller or greater than the hotel's table sizes may be relocated to a shared neighbouring table. On New Year's Eve, tables may be for 10 people and the hotel reserves the right to join smaller parties together. For private parties, a minimum number of diners will apply, should numbers drop below the minimum the hotel reserves the right the space to other guests. Private parties will be subject to a separate meeting & events contract, a copy of which will be issued at the time of booking.

### 4. Responsibilities of guests

4.1. The Hotel is legally bound not to serve any persons under 18 years of age or persons obviously intoxicated by alcohol. Any children under 18 years of age attending the event should be properly supervised at all times. If any child is regarded as not properly supervised, the hotel reserves the right to ask them to leave the event until such time as proper supervision is available.

4.2. If any of your guests require vegetarian dishes or have any special dietary needs, the hotel should be informed in writing a minimum of 14 days prior to the date of your function. Unless the hotel is informed of your special dietary needs in advance, the hotel cannot guarantee that your requirements will be met. If you or any of your guests have any allergic conditions for instance a nut or seafood allergy, then the hotel should be advised in writing at least 14 days prior to the date of the event, so that any special requests may be met. For the benefit of other guests, the hotel requests that you and your guests dress smartly and refrain from wearing jeans or trainers. The hotel reserves the right to refuse admission and to eject any guest or person who, in the opinion of the management, is improperly dressed for the occasion, who acts in a manner which is either unlawful or inappropriate or which causes offence to the staff of the hotel or other guests. You will be liable for reimbursing the hotel for any damage caused by your guests which results in damage to the hotel. Under these circumstances, monies paid to the hotel will not be refunded.

4.3. In the unfortunate circumstance that the hotel has to cancel an event it will endeavour to offer alternative dates, where possible. If the hotel is unable to do this, the hotel will give you a refund. You will indemnify the hotel, its employees and agents against any loss, damage or liability incurred by you, your agents, or employees, arising as a result of any entertainment, services or activities organised by you (or the hotel on your behalf) in connection with the event. In line with applicable legislation, the hotel operates a ban on smoking in all public places including private dining areas.

### 5. Accommodation

All accommodation must be confirmed and guaranteed with a valid credit card or be pre-paid. Accommodation rates featured in this brochure are subject to availability. The names and numbers of all guests must be received a minimum of 10 days prior to the date of arrival. The hotel reserves the right to charge for rooms that are reserved but not occupied and rooms not cancelled in line with its cancellation policy. When cancelling a reservation a cancellation number must be received from the reservations department.

### 6. Cancellation policy

If you wish to cancel your booking the hotel should be advised in writing as soon as possible. All cancellations made verbally should be confirmed as soon as possible in writing to the hotel. In the event that a booking is cancelled, the hotel will endeavour to obtain another booking. If the hotel is able to do this, it will waive some or all of the cancellation charges. If the hotel is unable to find another booking, it will have to impose the following cancellation charges which reflect the fact that it has incurred costs in preparing for the event:

Cancellation period before date of the event:

9-6 months:	60% of total contract amount payable by you
4 months:	80% of total contract amount payable by you
months-28 days:	90% of total contract amount payable by you
days:	100% of total contract amount payable by you

