

# The Kings Arms Hotel

Market Square

Westerham

Kent

TN16 1AN

Tel: 01959 562990 Fax: 01959 561240

## Meeting and Conference Guide

Welcome to the beautiful 16th century Kings Arms Hotel, in the centre of the historic town of Westerham, Kent

This former coaching inn has 16 spacious ensuite bedrooms, of which 4 are fantastic feature rooms and 1 family room, intimate restaurant and 2 bars. There is a choice of two function rooms, and a large car park at the rear, an Alfresco dining patio and a large well kept garden area.

Our dedicated team believes in personal, efficient and friendly service. Whatever your needs, our Meetings Co-ordinator will ensure that your conference runs smoothly from start to finish.

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 - if you prefer, you may order from the bar menu.

Each meeting space is £65 plus VAT for the day or half day – 7 days a week, subject to availability, and includes screen, flipchart and stationery. This is subject to you pre ordering from the menu options enclosed.

I invite you to read through this guide. If you have any queries or would like to view our hotel facilities, please do not hesitate to contact me.

If you are interested in other hotels within our group, please call our central meetings and events enquiry line on **0800 023 40 56** or visit [www.oldenglish.co.uk](http://www.oldenglish.co.uk)

I look forward to hearing from you.

Yours sincerely,

EMAIL: 6471@greeneking.co.uk

WEBSITE: [www.thekingsarms.com](http://www.thekingsarms.com)

# The Kings Arms Hotel

## Meeting Facilities

### Conservatory Meeting Room

We can accommodate up to 30 guests for a private meeting or dining.

### The Cellar Bar

We can accommodate up to 50 guests for a private party.

### The Restaurant

We can accommodate up to 60 guests for a private meeting or dining

<b>The Kings Arms Hotel</b>	Bedrooms	Marquee	Out door Events	Room	Floor	Day Light	Air Con	Theatre	Boardroom	U shape	Classroom
	16	N	Y	Conservatory	Ground	Y	N	40	30	20	30
				Cellar Bar	Basement	N	N	12	10	10	10
				Westerham room	Ground	Y	N	60	25	25	25

The meeting room charges are £65 plus VAT for the day or half-day and include: -  
 Old English Inns stationery.  
 Data projector and screen  
 1 flip chart and pens

The above rate is only available when you take one of the meeting menu options, per guest or purchase menu items from the bar. Please let us know whether you wish to take your refreshments in the restaurant or the meeting room.

Additional audio visual equipment can be ordered on your behalf, however these will be in addition to the room charge.

# THE KINGS ARMS HOTEL

## Planning the meeting

Our commitment to you is that we will take your initial requirements immediately either through our Meeting and Events enquiry line or at the hotel, and within 2 hours and come back to you with availability and pricing, so you can start to plan your meeting.

We can arrange for you to visit the hotel to discuss your requirements and complete the booking form. Or if you prefer we can send you the form by email for you to complete and return to our email address : 6471@greeneking.co.uk

Once we have received your booking we will confirm to you by email within 48hrs.

If we are not able to meet your requirements, we are able to offer alternative locations, please contact our Meetings and Events enquiry line on **0800 023 4056** and we will be able to check availability for you at our other hotels in the area.

To complete your booking we will require the following within 7 days of your quote:

1. Day Planner completed and signed.
2. Terms and Conditions of the Contract signed.
3. Menu selector completed and totalled.

All forms in this guide are also on the hotel website

## **Planning your meals**

- Generally allow 30 minutes for breakfast, 45 to 60 minutes for lunch and 20 minutes per course for dinner. 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 luncheon buffet for small group working session. Buffets offer variety and faster service.
- The day planner is there as a guide and also to help you to budget your event.
- We can arrange evening meals in private dining areas or in the bar- please ask our Meetings Co-ordinator.

## Meeting room set up

- Conference, Hollow square or U Shape – appropriate for interactive discussions and note taking sessions for fewer than 20 people.
- Board Room- suitable for small meetings/interviews
- Rounds – generally good for meals and sessions involving small group discussions. A five-foot table seats 8, six-foot table seats 10.
- Theatre – appropriate for large sessions and short lectures that do not require extensive note taking.
- Schoolroom or classroom – most desirable set-up for medium to large size lectures tables provide attendees with space for spreading out materials and taking notes.
- Reception – seating is arranged with chairs set up in various locations in the room with tall/short tables, Food can be served on small buffet tables or by servers.
- Exhibits – booths, conference style tables set up by suppliers / exhibitors to allow guests to move through the room to view information.

## **Buffet Menu Options**

### **Bronze selection - £6.95 per person**

Selection of Sandwiches  
Quiche Lorraine  
Plaice Goujons  
Mixed Salad  
Red Onion Coleslaw  
Tortilla Chips

### **Silver selection - £8.45 per person**

Selection of Sandwiches  
Salmon & Broccoli Quiche  
Plaice Goujons  
Red Onion Coleslaw  
Tortilla Chips  
Melton Mowbray Pork Pie  
Greek Salad  
Mixed Salad  
Spicy Snack Selection

### **Gold Selection - £9.95 per person**

Selection of Sandwiches  
Salmon & Broccoli Quiche  
Plaice Goujons  
Red Onion Coleslaw  
Tortilla Chips  
Melton Mowbray Pork Pie  
Mixed Salad  
Greek Salad  
Spicy Snack Selection  
Tempura Battered Prawns  
Cheese Selection with Chutneys & Crackers

### **Morning Goods**

Tea, Coffee & Juices - £2.50 per person  
Bacon Roll or Danish Pastry & Beverage - £3.95  
Bacon Roll & Pastry with Beverage - £4.95

### **Afternoon Extras**

Tea, Coffee or Juices - £2.50 per person  
Danish Pastry and a Beverage - £3.95

### **Beverages for Tables**

1 litre bottle of Sparkling water  
1 litre Still water  
\*price available on request

# Day Planner

Kings Arms Hotel  
Westerham

Contact Name .....Date of Meeting .....

Address .....

Company .....

Hotel Contact Name .....

Customer name & address: Invoice name & address:

Telephone no: Fax no: Telephone no: Fax no:

Meeting type/event: Message instructions:

Actual no. of delegates: Access time/date: Start: Finish:

Contracted minimum no. of delegates: (For completion by the Hotel)

Room(s) booked/room layout:

## Day Timetable

Time	Service/suite/no @ £	Cost
Equipment required:		
Menu details/special requirements/bar instructions:		
Final accommodation requirement:		
Additional information:		
Payment details:		
	<b>Approx Cost</b>	<b>£</b>

Your personal copy for planning; keep on file. This Day Planner is intended to help us to finalise details and we shall be using it when discussing your particular meeting or event. Your signature to this agreement incorporates the Terms & Conditions overleaf into the contract between us.

Signed ..... Signed by Hotel:.....

Dated:..... Dated:.....

The Hotel is operated by Greene King Brewing and Retailing Limited of Westgate Brewery, Bury St Edmunds, Suffolk, IP33 1QT, registered in England with registered number 3298903.

# THE KINGS ARMS HOTEL

## Directions

### Road

J5 off of the M25, follow A25 using signs to Westerham, we are on the right of the town, after the green.

### Train

Sevenoaks(6.5 miles away) or Oxted (6miles away) are both mainline railway from London and the south coast, both are sandwiching Westerham at either ends of the A25.

PLEASE SEE MAP ON OUR WEBSITE.