

---

## Welcome to The Best Western Red Lion Hotel

### Salisbury's Premier Conference and Meeting Venue .....

Thank you for your recent interest shown in The Best Western Red Lion Hotel. I am delighted to enclose our Conference details for your perusal and hope that these will be of interest to you. With six well equipped rooms for Conferences, Seminars and Presentations the Best Western Red Lion offers an interesting and attractive choice to meet your requirements.

We pride ourselves on our standards and attention to detail. Just one call will put you in touch with a dedicated team of staff who will be happy to help and keen to ensure that your event, however large or small, runs smoothly from start to finish.

We look forward to hearing from you .... you can contact us on:

01722 32 33 34

or

[conference@the-redlion.co.uk](mailto:conference@the-redlion.co.uk)

See our meeting rooms online at [www.the-redlion.co.uk](http://www.the-redlion.co.uk)

---

---

## History of the Best Western Red Lion Hotel

The Best Western Red Lion is possibly the longest running purpose built Hotel in England. It was built over 750 years ago to house the Draughtsmen working on the nearby Cathedral. During recent times, many modern facilities have been added to the Hotel with out spoiling its unique character and atmosphere. There is a fine collection of antiques throughout the Hotel ~ especially the many clocks ~ including 'Parliament clocks' and in particular, the Skeleton and Organ Clock in reception.

### Bedrooms

With a total of 51 en suite bedrooms, each one individually designed to offer charm, character and comfort this is the perfect location for residential conferences. All rooms have remote controlled satellite TV, radio, direct dial telephone and wireless internet access, hair dryers and tea/coffee making facilities. Our executive single rooms have 4ft wide beds and well lit writing desks with a telephone point as well as the usual facilities.

### Restaurant and Bars

Our Rosette awarded Vine restaurant has a delightful ambience and is renowned for its extensive choice of English and continental cuisine. The Victoria Lounge, beautifully refurbished, is the ideal place in which to relax and enjoy coffee and light refreshments. Alternatively, unwind in the recently refurbished '1220' bar where a range of real ales and fine wines is available. In all areas of the Hotel you can assured that our service is both friendly and attentive.

---



---

## Function Rooms at the Best Western Red Lion Hotel (now with wireless internet access!)

**Marlborough Room:**

The largest of our meeting rooms, perfect for meetings and entertaining with its own bar facilities.

**Wellington Room:**

With the option of interconnecting with the Marlborough Room (collectively known as the Courtyard Suite) to make a larger room or dance floor for parties.

**Chelsea Room:**

Tastefully decorated with floor to ceiling windows offering plenty of natural daylight.

**Alderman Suite:**

This self contained suite comprises a main room and an adjoining lounge area, perfect as a 'breakout' area or syndicate.

**The Boardroom:**

Oak panelled walls and beautifully furnished, the Boardroom is perfect for smaller, discreet interviews and meetings.

**Churchill Room:**

Ideal for smaller interviews and meeting with plenty of natural daylight.

**Capacities:**

Rooms	Dimensions	Theatre	Classroom	Boardroom	U-Shape
Marlborough	13 x 6m	100	50	40	40
Wellington	8 x 6m	40	30	20	20
Chelsea	9 x 5m	40	23	22	22
Alderman	8 x 6m	40	30	20	24
Boardroom	5 x 5m	--	--	8	--
Churchill	4 x 3m	--	--	6	--

## Day Delegate and 24 Hour Delegate Rates

	Day	24 Hour
January 2009-December 2009	£44.00pp	£147.50pp

### Day Delegate Rate

Unlimited Tea & Coffee during the course of your meeting  
 Tea, Coffee and warm Danish Pastries on arrival  
 Tea, coffee & biscuits with any other breaks required  
 2 Course Hot Buffet Lunch with juice or  
 8 Item finger Buffet Lunch with 1 dessert item & coffee  
 Afternoon Tea & Coffee served with scones, clotted cream & jam  
 Basket of fresh fruit in your meeting room  
 Still & sparkling bottled mineral water  
 Meeting Room Hire  
 Use of all In-House Conference Equipment  
 Conference Pads, Pencils, Mints, Squash and Mineral Water

In House equipment included in these rates are:  
 Flipchart and Pens, Screen, Overhead Projector, TV, Video & DVD

### Half Day Rate (£22.00 per person)

All the above with the exception of lunch and limited tea & coffee

### Hourly Rate (£15.00 per person)

Room hire  
 Tea & coffee with your choice of biscuits, Danish or scones  
 All in-House equipment hire

### Residential 24 Hour Rate

All 'Day Rate' Items  
 Table d'hôte Dinner (3 Courses and Coffee)  
 Overnight Accommodation (single occupancy)  
 Full English breakfast

~~~~~

All bedrooms have en suite facilities, tea/coffee tray, radio, Sky TV and direct  
 dial phones.

All of our bedrooms have wireless internet access.  
**SYNDICATE ROOMS AS REQUIRED AT £70.00 per room, per day.**

## Meeting, Conference & Exhibition Rooms

(THESE PRICES ONLY APPLY SHOULD AN INCLUSIVE DELEGATE RATE NOT BE REQUIRED)

|                  | Half Day | Full Day |
|------------------|----------|----------|
| Alderman Suite   | £125.00  | £190.00  |
| Courtyard Suite  | £180.00  | £250.00  |
| Marlborough Room | £135.00  | £200.00  |
| Wellington Room  | £90.00   | £120.00  |
| Boardroom        | £85.00   | £110.00  |
| Chelsea Room     | £90.00   | £120.00  |
| Churchill Room   | £60.00   | £70.00   |

### Equipment Hire

|                                      |        |
|--------------------------------------|--------|
| Additional Flipchart, Paper and Pens | £10.00 |
| Screen                               | £15.00 |
| Overhead Projector                   | £15.00 |
| Television and DVD/Video             | £50.00 |
| LCD Projector (External Hire)        | £50.00 |

Conference Pads, Pens, Mints, Cordials and 1 serving of Mineral water as standard for all conference rooms.

(Other items of equipment may also be supplied at reasonable rates)

### Refreshments

|                                     |                            |
|-------------------------------------|----------------------------|
| Mineral Water – still and sparkling | £2.95 per bottle           |
| Tea and Coffee                      | £1.95 per serving          |
| Tea/Coffee & Biscuits               | £2.25 per serving          |
| Tea/Coffee & Danish Pastries        | £3.95 per serving          |
| Fresh Fruit Platter                 | £2.50 per person           |
| Bacon Sandwiches                    | £4.95 per person           |
| Sandwich Platter & Crisps           | £6.95 per person           |
| Finger Buffet Lunches from          | £10.95 p/p (menu enclosed) |
| Restaurant Lunches from             | £14.95 per person          |

---

---

## Finger Buffet Menu

Below is a selection of buffet items for you to create a tempting menu for your guests. Your choice of 8 items is included in a 'Delegate Package' or at an additional charge for 'Room Hire Packages' as follows:

|         |                   |
|---------|-------------------|
| 6 Items | £13.95 per person |
| 8 Items | £17.95 per person |

Chicken Drumsticks of your choice: ~ Tandoori, Honey and Mustard, Barbeque  
or Garlic & Thyme  
Breaded Butterfly Prawns & Sweet Chilli Dip  
Egg Mayonnaise & Smoked Salmon Bouchees  
Aubergine and Feta Rolls  
Vegetable Samosas  
Quiche Lorraine  
Cheese & Tomato Quiche  
Mini Pork Pies  
Sausage Rolls  
Tomato, Basil & Mozzarella Bruschetta  
Goats Cheese Crostini  
Chicken Satay Skewers  
Lamb Koftas, Mint Yogurt  
Sausages in Honey and Mustard  
Open Sandwiches  
Traditional Sandwiches

---

---

---

---

## Restaurant Lunch

Alternatively a Two Course Hot Buffet Lunch is also included in the 'Delegate Package' or at an additional charge of £14.95 per person if on 'Room Hire'.

The Two Course Hot Buffet Lunch will be provided for you in the Vine Restaurant.

Included will be two Main Course choices accompanied with vegetables, potatoes and salad and one Dessert. Below are examples of the types of food that will be served to your guests.

### Main Courses

Classic Rump steak with a traditional garnish

Salmon in a creamy pesto sauce

Breast of Chicken in a White Wine & Mushroom Sauce

Lasagna Served with Garlic Bread

Marinated Rump of Lamb in Rosemary & Garlic with Red Wine Jus

Mushroom Stroganoff

Button Mushrooms Cooked in a Cream & Brandy Sauce

### Desserts

Profiteroles with Chocolate Sauce

Classic Lemon Tart

Apple Pie Served with Fresh Cream

Red Fruit Cheesecake

Fresh Fruit Salad

---

---

---

## Terms and Conditions

### 1) NUMBERS

Banqueting: The final numbers are required 48 hours prior to the function. This will be the minimum amount that is charged.

Conference: Day and residential conference packages are based on a minimum of 10 persons. Below these numbers services will be charged individually (room hire, beverages, accommodation and lunch). Final numbers are required 48 hours prior to the function. This is the minimum amount that would be charged for.

### 2) TIMES

The client will adhere to the timetable agreed with the Hotel and completely vacate the premises at the agreed time. Banquets, where the meal commences over 30 minutes after the agreed time, will be liable for additional charges for staffing costs at the discretion of the Hotel.

### 3) CANCELLATIONS

Banqueting/ Dinner Dance/ Conferences: Cancellations made 6 weeks before the date of the function may incur a cancellation charge of the total booking value as shown:

4 - 6 weeks 50%

1 - 4 weeks 75%

LESS THAN ONE WEEK 100%

In every case, if the hotel is able to re-let the rooms, the resulting revenue will be deducted from the cancellation charge.

### 4) PAYMENT TERMS - CONFERENCES AND BANQUETS

i) Unless you have credit facilities with the Hotel, a deposit of 10% of the total booking value may be charged on confirmation.

ii) If you have a credit arrangement the amount due for payment is 14 days after the invoice date. If it is not paid by that time the Hotel reserves the right to charge interest at 1.5% per month on the outstanding amount.

### 5) USE OF THE HOTEL

i) If you are planning to bring electrical or other equipment into the hotel e.g. amplification, lighting etc, please check with the Hotel first that it complies with all current regulations.

ii) Please ask the Hotel if you wish to stick things to the walls, floors and ceilings.

iii) Any publicity for functions at the Hotel must be agreed by the management and should be of a standard to reflect the quality of the establishment.

### 6) FLY POSTING

i) Fly posting is illegal under the Town and Country Planning (Control of Advertisements) Regulations 1992, as well as being unsightly. Salisbury District Council are actively clamping down on this practice and we would ask you to respect this and the Hotels reputation, thus avoiding any legal proceedings.

### 7) DAMAGE

The Client agrees to take reasonable precautions not to damage nor injure hotel property or staff and is responsible for the actions of his guests and contractors for any such damage.

### 8) GENERAL

i) The Hotel reserves the right to move a function to a room deemed most suitable in accordance with final numbers or if any part of the Hotel is otherwise unavailable due to events outside the hotels control.

ii) It is agreed that you are not acting on behalf of someone else.

iii) Any equipment or item specifically requested by you will be charged to your account.

