



Meetings and Conferences @ Best Western Smokies Park Hotel "Your Success is Our Success"

Best Western Smokies Park Hotel aspires to be the perfect choice, by offering you a professional, well appointed hotel coupled with a team committed to offering a high standard of service, making your visit an experience to remember.

Our range of suites provides quality meeting venues to suit your requirements, 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.

The Medlock and Senate Suites offer ground floor access, Air Conditioning, Flipcharts and 7' Screen. The Alpha and Beta rooms are also situated on the first floor and provide the ideal venue for small meetings or as a syndicate room to the larger suites. The Crompton is situated on the first floor and is also Air Conditioned.

The Hotel is situated only a few minutes drive from both the M60 and M62, on the A627 between Oldham and Ashton under Lyme.

Ample, free car parking is provided to the front and rear of the Hotel with 24hrs security cameras.

Best Western Smokies Park Hotel has everything you need to make your meeting a success.

	Length	Width	Height	Theatre Capacity	Class Room	Board Room	U-Shape	Banquet	Daylight	Air Con
Medlock	20	20	3	400	100	80	60	288	Y	Y
Crompton	13	12	3	150	60	40	30	120	Y	Y
Senate	7	5	3	40	20	20	16	20	Y	Y
Alpha	3	4	3	0	0	4	0	0	Y	N

Complete Conferences @ Best Western Hotel Smokies Park

Complete Package 1 @ £35 per delegate

- Hire of the Conference Room
- Bacon and Egg Rolls served on arrival
- Unlimited Tea and Coffee servings from our beverage station - includes specialist teas, decaffeinated coffees etc and always served with a selection of biscuits or pastries or fruit skewers
- Flexible lunch options to choose from: 2 course restaurant lunch, bar snacks, finger buffet or fork buffet including hot dish option.
- Sparkling and Still Mineral Water and fresh iced water, Cordials & Mints
- Pads, Pens and Name Cards and other stationery / office items
- Flipchart and Marker Pens
- TV and Video, LCD Projector and Screen
- Inclusive use of Wi Fi or hard wired Hi Speed Internet Access
- A selection of national daily papers
- Full use of the Gymnasium & Sauna
- Free Car Parking
- Dedicated conference assistant throughout the day
- Complimentary bedroom upgrades for delegates subject to availability

Complete Package 2 @ £30 per delegate

- Hire of the Conference Room
- 3 Servings of Tea, Coffee and Biscuits
- Hot and cold finger buffet lunch
- Sparkling and Still Mineral Water and fresh iced water, Cordials & Mints
- Pads, Pens and Name Cards and other stationery / office items
- Flipchart and Marker Pens
- TV and Video, LCD Projector and Screen
- Inclusive use of Wi Fi or hard wired Hi Speed Internet Access
- Free Car Parking

Complete Package 3 @ £25 per delegate

- Hire of the Conference Room
- 2 Servings of Tea and Coffee
- Sandwich, Soup and Chips Lunch
- Jugs of fresh iced water and cordials
- Flipchart and Marker Pens
- LCD Projector and Screen
- Inclusive use of Wi Fi or hard wired Hi Speed Internet Access
- Free Car Parking

24hr Delegate Package: £135.00 per person

Best Western Hotel Smokies Park 24hr Delegate Package includes the Day Delegate package 1 plus 4 Course Table D'hôte Dinner and 1 nights' accommodation with full English breakfast.

All Delegate Rates are based on minimum numbers of:

20 Delegates for the Crompton Suite

10 Delegates for the Senate Suite

50 Delegates for the Medlock Suite

Individual Items Price List

Food and Beverage

Tea and Coffee	£1.95
Tea, Coffee and Biscuits	£2.50
Juice per jug	£10.00
Buffets from	£9.95
Three course Table d'hôte from	£20.00
Bacon / Sausage / Egg Rolls	£3.95
Danish Pastries	£2.00

Equipment

Flip Chart	£10.00
Screen	£10.00
OHP Projector	£25.00
LCD Projector	£75.00
TV and DVD	£50.00

Room Hire

Alpha from	£100.00
Senate from	£250.00
Crompton from	£500.00
Medlock from	£1000.00

Best Western Smokies Park Hotel, Ashton Road, Bardsley, Oldham, Lancashire OL8 3HX (hereinafter referred to as "The Hotel")
Terms & Conditions of Contracts relevant to Conferences, Banquets, Functions & 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 **£750.00**. 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 25 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

The Hotel has 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 businessbooked.

The scale is:- After Deposit has been paid – Loss of Deposit

- Between 12 months and 6 months prior to the event - 50%

- Between 6 months and 1 month prior to the event - 75%

- Less than 1 month prior to the event – 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.
- 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 resale 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.

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

Name: _____ Signature _____ Date _____ Event Date _____