



Conference

lazaat
restaurant bar hotel

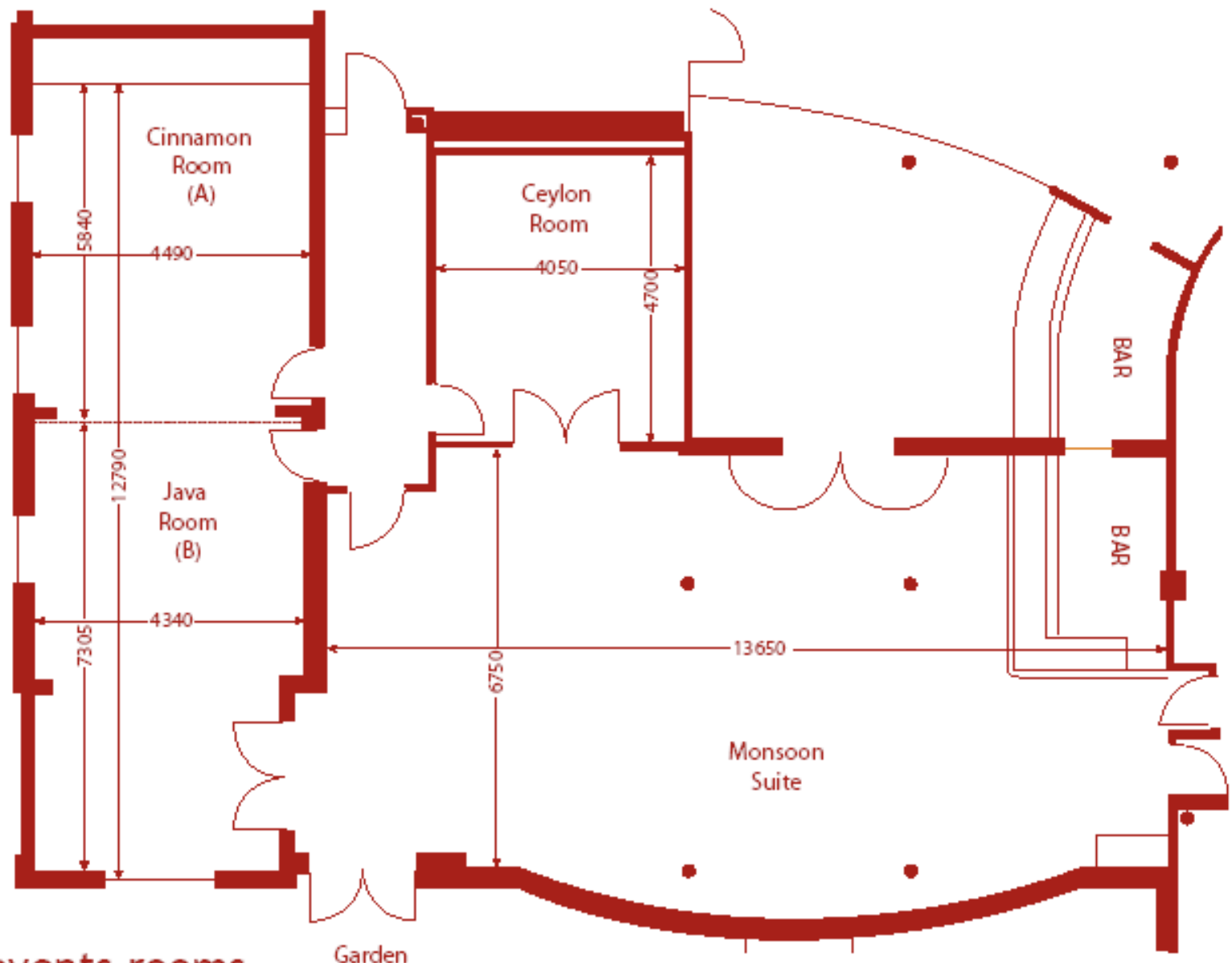
'NOT STRICTLY BUSINESS'

**AT LAZAAT THERE ARE 5 CONFERENCE ROOMS, FULLY AIR
CONDITIONED, SUITABLE FOR HOSTING DISCREET BOARDROOM
MEETINGS OR CONFERENCES FROM 2-300 GUESTS.**

**EXECUTIVE LAZAAT OFFERS A NEW APPROACH TO THE WHOLE AFFAIR
WITH INDIVIDUALLY -STYLED ROOMS THAT ARE ADAPTABLE TO SUIT A
RANGE OF NEEDS. ALL CONFERENCE FACILITIES HAVE WIRELESS
BROADBAND INTERNET, PROJECTORS AND SCREEN MONITORS TO ADD
ANOTHER FACET OF PROFESSIONALISM TO YOUR MEETING OR
PRESENTATION.**

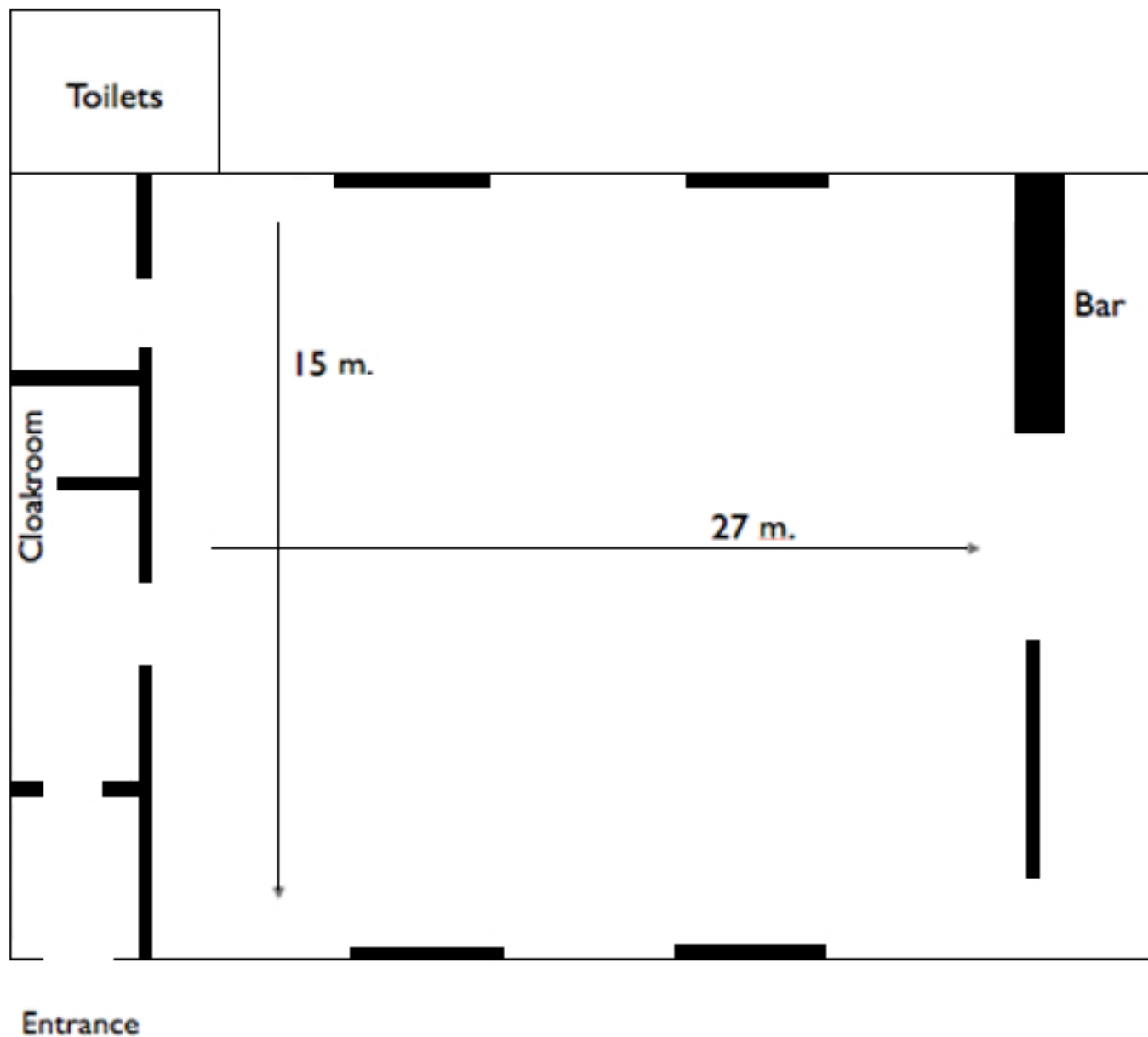
THE LAZAAT GUARANTEE...

- **YOU WILL BE GREETED AT THE ENTRANCE WITH A WARM WELCOME
AND TAKEN TO YOUR ROOM, WHERE OUR STAFF WILL RUN
THROUGH YOUR REQUIREMENTS FOR THE DAY**
- **WE GUARANTEE THAT YOUR ROOM WILL BE SET UP EXACTLY AS
YOU REQUESTED AND ANY EQUIPMENT YOU ASKED FOR WILL BE IN
PLACE**
- **YOUR FRESHLY PREPARED TEA/COFFEE AND LUNCH BREAKS WILL
BE ON TIME, EVERY TIME AND SERVED JUST WHERE YOU HAVE
REQUESTED**
- **ANY MESSAGES WILL BE DELIVERED TO THE MEETING ROOM
WITHIN
10 MINUTES OF BEING TAKEN**
- **THE SALES TEAM WILL CONTACT YOU AFTER YOUR MEETING TO
SEE HOW EVERYTHING WENT**



A + B = Saffron Suite

Conference and events rooms



Pavilion Floorplan



CHOOSING THE RIGHT SUITE.....

SUITE	DIMENSIONS
MONSOON SUITE	13.7M X 6.75M
SAFFRON SUITE	12.8M X 4.5M
JAVA SUITE	7.3M X 4.4M
CINNAMON SUITE	5.85M X 4.5M
CEYLON SUITE	4.0M X 4.7M
PAVILION SUITE	27M X 15M

ROOM CAPACITIES

STYLE / LAYOUT	MONSOON	SAFFRON	CINNAMON	JAVA	CEYLON	PAVILION
THEATRE	70	50	20	20	15	350
BOARDROOM	26	30	12	12	8	N/A
CABARET	50	24	N/A	N/A	N/A	300
DINNER (BLOCK TABLE)	30	30	12	12	8	N/A
DINNER (ROUNDS)	60	40	N/A	N/A	10	350
FINGER BUFFET	100	40	20	20	N/A	300



EQUIPMENT

AT LAZAAT, WE UNDERSTAND HOW IMPORTANT IT IS THAT YOU HAVE THE CORRECT EQUIPMENT IN FULL WORKING ORDER.

**THE FOLLOWING EQUIPMENT AND FACILITIES ARE PROVIDED AS STANDARD:-
*IN EACH CONFERENCE MEETING ROOM.....***

**DATA PROJECTOR AND SCREEN
FLIP CHART
DELEGATE PADS AND PENS
MINERAL WATER
LAZAAT MINTS**

FOR THE ORGANISER.....
AN INDIVIDUAL LAZAAT TOOL BOX CONTAINING:-
**FLIP CHART PENS
PENCILS
PENCIL SHARPENER
RULER
HOLE PUNCH
STAPLER
SCISSORS
PAPER CLIPS
TIP EX
POST IT NOTES**

SPECIAL EQUIPMENT

IF YOU REQUIRE ANY SPECIAL EQUIPMENT WILL BE HAPPY TO ARRANGE THIS FOR YOU.

**ITEMS SUCH AS:
TV AND VIDEO, LAPTOP, LECTURN ETC.
INDIVIDUAL PRICES WILL APPLY**



CONFERENCE RATES

DAY DELEGATE RATE.....

RATE	£34.00
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THE DAY DELEGATE RATE WILL INCLUDE:-

- PRINCIPAL ROOM HIRE*
- TEA/COFFEE/PASTRIES ON ARRIVAL*
- TEA/COFFEE/BISCUITS MID MORNING*
- 2 COURSE HOT/COLD BUFFET LUNCH IN THE LAZAAT RESTAURANT*
- TEA/COFFEE/AFTERNOON CAKES*
- COMPLIMENTARY MINERAL WATER AND SWEETS*
- PADS AND PENS*
- OHP, SCREEN AND FLIPCHART*
- VAT AND SERVICE*

ROOM HIRE ONLY RATES...

SUITE	HALF DAY/EVENING	FULL DAY
MONSOON SUITE	£200.00	£300.00
SAFFRON SUITE	£125.00	£200.00
JAVA SUITE	£80.00	£125.00
CINNAMON SUITE	£80.00	£125.00
CEYLON SUITE	£50.00	£75.00
PAVILION SUITE	£500.00	£800.00

WHEN HIRING A SUITE ON A ROOM HIRE ONLY BASIS, THE FOLLOWING IS INCLUDED:-

- ROOM HIRE*
- COMPLIMENTARY MINERAL WATER AND SWEETS*
- PADS AND PENS*
- OHP/SCREEN AND FLIPCHART*
- VAT AND SERVICE*

THE FOLLOWING WOULD BE ADDITIONAL...

- TEA/COFFEE @£2.00 PER PERSON PER SERVING*
- TEA/COFFEE AND BISCUITS @ £2.50 PER PERSON, PER SERVING*
- TEA/COFFEE AND VARIOUS PASTRIES @ £3.50 PER PERSON*
- 2 COURSE HOT/COLD BUFFET LUNCH IN LAZAAT RESTAURANT @ £8.50 PER PERSON*
- LAZAAT FINGER BUFFET FROM £9.50 PER PERSON (USUALLY SERVED FOR WORKING LUNCH REQUIREMENTS)*
- 2 COURSE LAZAAT HOT BUFFET £14.95 PER PERSON (EVENING ONLY)*

EXTRAS

- TV & VIDEO @ £80.00
- LCD PROJECTOR @ £50.00
- SYNDICATE ROOM HIRE @ £50.00



Hot Buffet Menu

£14.95 2 for Courses (Evening Only)

LAZAAT STYLE PLATTER..... (£5.00 SUPPLEMENT APPLIES)

VEGETABLE PAKORAS

ASSORTED SAMOSAS

SHISH KEBABS

CHICKEN KEBAB

(SERVED IN THE CENTRE OF THE TABLES FOR GUESTS TO HELP THEMSELVES)

OOO

MOGLI CHICKEN WITH GINGER YOGHURT

LAMB HOUSE CURRY

BEEF STROGANOFF

CHICKEN FRICASSE

POTATO AND AUBERGINE CURRY

VEGETABLE LASAGNE

ROAST FISH WITH CARMON SEEDS

(PLEASE CHOOSE 3 MEAT DISHES & 1 VEGETARIAN FOR ALL OF YOUR GUESTS)

SERVED WITH.....

ONION AND CUMIN RICE

VARIOUS SALADS

SELECTION OF BREADS

(ALL SERVED FROM THE MAIN BUFFET TABLE)

OOO

EXOTIC FRUITS WITH PASSION FRUIT CREAM

FIVE SPICE STICKY DATE PUDDING

RICH CHOCOLATE FUDGE CAKE

ORANGE & LEMON CHEESECAKE

(PLEASE CHOOSE 2 DESSERTS FOR ALL YOUR GUESTS)



Finger Buffet Selector

£9.50 per person

VEGETABLE SPRING ROLLS

CHICKEN TEMPURA

A SELECTION OF CLOSED SANDWICHES IN CIABIATTA BREAD

SPICY POTATO CURLS

BREADED MUSHROOMS

QUICHE SELECTION

VARIOUS DIPS & CHUTNEY'S

LAZAAT RESTAURANT BAR AND HOTEL
CONFERENCE AND EVENTS TERMS AND CONDITIONS

1. WHAT HAPPENS IF I CANCEL?

IF YOU CANCEL YOUR CONFIRMED BOOKING WITHIN 24 WEEKS OF YOUR CONFERENCE/EVENT, THE FOLLOWING CANCELLATION CHARGES APPLY:-

DATE OF CANCELLATION	CHARGE TO YOU
BETWEEN 24 AND 12 WEEKS BEFORE THE EVENT	10% OF TOTAL BOOKING VALUE
BETWEEN 12 AND 6 WEEKS BEFORE THE EVENT	20% OF TOTAL BOOKING VALUE
BETWEEN 6 AND 4 WEEKS BEFORE THE EVENT	30% OF TOTAL BOOKING VALUE
BETWEEN 4 AND 2 WEEKS BEFORE THE EVENT	70% OF TOTAL BOOKING VALUE
LESS THAN 2 WEEKS BEFORE THE EVENT	90% OF TOTAL BOOKING VALUE

PLEASE NOTE THAT ALL CANCELLATIONS HAVE TO BE PUT IN WRITING TO THE HOTEL. THE HOTEL WILL THEN RESPOND IN A LETTER FORMAT TO CONFIRM THAT BOOKING HAS BEEN CANCELLED.

2. CAN I CHANGE MY GUEST AND DELEGATE NUMBERS?

OF COURSE YOU CAN. HOWEVER, IF THE NUMBERS GO DOWN SIGNIFICANTLY, THE CANCELLATION CHARGES WILL BE APPLIED. APPROXIMATE NUMBERS MUST BE GIVEN AT LEAST 2 WEEKS PRIOR TO YOUR EVENT AND NUMBERS GIVEN 48 HOURS PRIOR WILL BE THE NUMBER OF DELEGATES/GUESTS CHARGED FOR.

3. PAYMENT

PAYMENT MUST BE MADE 7 DAYS PRIOR TO YOUR CONFERENCE/EVENT UNLESS YOU HAVE ARRANGED CREDIT FACILITIES WITH THE HOTEL. CREDIT IS NOT AVAILABLE FOR WEDDINGS/EVENTS. ALTERNATIVELY ACCOUNTS CAN BE SETTLED ON DEPARTURE BY CHEQUE OR CREDIT CARD.

4. COULD LAZAAT CANCEL MY BOOKING?

IN THE UNLIKELY EVENT THAT LAZAAT HAVE TO CANCEL YOUR BOOKING, YOU'LL RECEIVE ALL YOUR ADVANCE PAYMENTS, ALTHOUGH LAZAAT WILL NOT HAVE ANY OTHER LIABILITY. HOWEVER, LAZAAT CAN ONLY CANCEL IF:-

- ANY PART OF THE HOTEL IS CLOSED OR UNAVAILABLE DUE TO EVENTS BEYOND OUR CONTROL.
- THE BOOKING, THE PERSONS ASSOCIATED WITH THE BOOKING AND / OR THE PURPOSE OF THE MEETING MIGHT DAMAGE THE REPUTATION OF THE HOTEL OR THE COMPANY.

5. MISCELLANEOUS

- A) THE ONLY FOOD AND DRINK CONSUMED AT LAZAAT WILL BE SUPPLIED BY THE HOTEL. NO GUESTS MAY BRING THEIR OWN FOOD AND BEVERAGES.
- B) LAZAAT RESERVES THE RIGHT TO CHARGE FOR ANY DAMAGE CAUSED BY YOU AND YOUR GUESTS DURING THE CONFERENCE/EVENT.
- C) LAZAAT ACCEPTS NO RESPONSIBILITY FOR LOSS OR DAMAGE TO ANY PROPERTY BROUGHT ONTO THE PROPERTY BY YOU OR YOUR GUESTS.
- D) IF LAZAAT IS UNABLE TO HONOUR ANY BOOKING FOR REASONS BEYOND ITS CONTROL, IT SHALL BE ENTITLED TO CANCEL THE BOOKING WITHOUT LIABILITY.

6. INSURANCE

YOU MAY WELL CONSIDER IT WORTHWHILE ARRANGING INSURANCE. THIS CAN BE DONE FOR A SMALL PREMIUM AND CAN COVER THE COST OF CANCELLATION AND OTHER LIABILITIES. PLEASE BEAR IN MIND THAT YOUR INSURANCE CONTRACT WILL BE MADE DIRECTLY BETWEEN THE INSURANCE COMPANY INVOLVED AND YOURSELVES.

NOW THAT YOU'VE READ THE ABOVE, PLEASE SIGN AND RETURN TO LAZAAT TO CONFIRM THAT YOU'VE RECEIVED AND AGREED TO OUR TERMS OF BUSINESS, SO WE CAN PROCEED WITH YOUR BOOKING.

DATE OF CONFERENCE/EVENT.....

SIGNED..... DATE.....

PRINT NAME:

