THE
SPREAD EAGLE

Delegate Package
From £30+vat per person

Arrival Tea/Coffee with Home-made biscuits

Mid- morning Tea/ Coffee with Home-made Biscuits

Chefs choice sandwich lunch served with chips and salad

Afternoon Tea/ Coffee with Home-made Biscuits

Room Hire

LCD Projector, Screen, Flipchart

Pens and Pads

Still and Sparkling Water

Complementary Wi-fi Access

From £130+vat 24hr Rate
Includes the above package plus Dinner, Bed and Breakfast
Min numbers of 8 delegates

Conference A la Carte

Our inclusive package offers excellent value, however should you wish to just have certain parts of our offering, or if you need to add additional components then these will give you a guide. Please do not hesitate to ask us for anything not listed.

Room Hire Rack Rates

Rooms	8 hours	4 hours	Syndicate
Eden Suite	£1000	£600	NA
Eden Section A	£400	£250	£200
Eden Section B	£250	£150	£100
Eden Section C	£600	£400	£250
AJR	£250	£150	£100

Equipment Charges

Flipchart	£15
Standard Screen	£15
LCD Projector	£120

Conference & Banqueting Capacities

	Eden	**Eden A**	**Eden B**	**Eden C**	**AJR**	**Restaurant**
Theatre	250	30	20	120	20	NA
Classroom	120	20	12	50	NA	NA
Boardroom	60	24	16	30	16	NA
U-Shape	60	20	15	30	NA	NA
Cabaret	110	24	12	60	NA	NA
Banquet	200	50	20	100	16	34
Reception	300	30	30	110	20	50

Additional Food & Beverage Rates

Bacon Rolls	£3.65 per person
Cakes	£3.65 per person
Open Sandwiches	£6.50 per person
Working Finger Buffet from	£12.00 per person
Tea/coffee & Home-made Biscuits	£3.50 per serving
Tea/coffee & Danish	£3.95 per serving
Cream Tea	£5.50 per person
Soft drinks from	£1.65 per glass
Orange Juice	£6.50 per jug
Pimms	£15.00 per jug
Bucks Fizz	£5.00 per glass
House wine	£4.20 per glass, £16.95 per bottle
Prosecco	£4.50 per glass, £24 per bottle
House Champagne	£8.00per glass, £39.00 per bottle
Cheese Board	£7.00 per person

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Example Banquet Menu A
£25.50 per person

Please select 1 option from each course for the entirety of your party

Cream of Leek & Potato Soup
topped with Truffle-infused Croutons

Loch Duart Salmon Rillettes
Micro-leaf Salad, Melba Toast

Beetroot-cured Loch Duart Salmon
Horseradish Cream, Micro-leaf Salad

Tomato & Roast Pepper Soup
topped with Basil Oil

Terrine of Braised Ham Hock, Gherkin & Baby Caper
Home-made Piccalilli, Micro-leaf Salad & Melba Toast

Wild Mushroom Stuffed Chicken Supreme
Market Vegetables, New Potatoes, Creamy Thyme Sauce

Confit of Gressingham Duck Leg
Creamy Mashed Potatoes, Green Beans, Rich Red Wine Gravy

Roasted Loin of Pork with Crackling
Mashed Potatoes, Market Vegetables, Whole-grain Mustard Sauce

Lemon & Herb Baked Fillet of Salmon
Baby New Potatoes, Market Vegetables, Saffron Sauce

Cumberland Sausage with Creamy Mashed Potatoes,
Market vegetables, Red Onion Gravy

Sherry Trifle
Madagascar Vanilla Custard

Zingy Lemon Posset
Chantilly Cream, Home-made Shortbread

Strawberry Eton Mess

Mango Tart
Coconut Coulis

Bread & Butter Pudding
Vanilla Crème Anglaise, Clotted Cream

Coffee or Tea

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Example Banquet Menu B
£28.50 per person

Please select a maximum of 3 options from each course for the entirety of your party to pre-order from

Potted Brown Shrimps in Spiced Clarified Butter
Toasted Soda Bread

Terrine of Braised Ham Hock, Gherkin & Baby Caper
Home-made Piccalilli, Micro-leaf Salad & Melba Toast

Beetroot-cured Loch Duart Salmon
Horseradish Cream, Micro-leaf Salad

Deep- fried Cornish Brie
Red Onion Jam, Mixed Leaf Salad finished with Walnut Dressing

Prawn, Mango, Lemon & Coriander Crème Fraiche Tian
on Crispy Baby Gem Lettuce, Citrus Dressing

Honey Dew Melon
Mixed Berry Compote

Chicken Liver & Foie Gras Parfait
Red Onion Marmalade, Toasted Brioche, Micro Mustard Leaves
(supplement £2)

Avocado & Cornish Crab Tian
Mixed with Soft Cheese, finished with Lime & Chilli Dressing
(supplement £2)

Leek, Wild Mushroom & Cashell Blue Cheese Tart
Mixed Leaf Salad, House Dressing
(supplement £2)

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Roast Rib-eye of Beef
Yorkshire Pudding, Market Vegetables, Roasted Potatoes, Rich Red Wine Gravy

Wild Mushroom Stuffed Chicken Supreme
Market Vegetables, New Potatoes, Creamy Thyme Sauce

Roasted Fillet of Loch Duart Salmon

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Buffet Menu

Select 3 choices to feed your party for £10.50 per person
Select 5 choices to feed your party for £15.95 per person
Select 7 choices to feed your party for £18.95 per person

Potato Salad
Mixed Leaf Salad
Mediterranean Vegetable Pasta Salad
Coleslaw Salad
Sausage Rolls
Chicken Drumsticks with either Lemon & Garlic or Cajun Spice
Fishcakes with Sweet Chilli Dip
Home-made Quiche- choice of Quiche Lorraine, Cheese & Tomato, Ham & Cheese or Chicken & Mozzarella
Chicken Kebabs with Onions & Pepper in a Honey Glaze
Vegetable Kebabs
Pizza- choice of Vegetarian, Margarita, Sweet Chilli Chicken or Chicken, Ham & Pineapple
Spiced Potato Wedges with Sour Cream
Mixed Sandwiches consisting of Cheese & Tomato, Ham & Whole-grain Mustard, Beef & Horseradish, Egg Mayonnaise and Smoked Salmon with Cream Cheese & Cucumber
Prawn Cocktail served in a Baby Gem Leaf
Home-made Scotch Eggs with Garlic & Chive Mayonnaise or Tomato & Chilli Jam
Mini /beef Burger
Cheeseboard (supplement of £3.50 pp)
Chocolate Brownies
Victoria Sponge Cake
Lemon Tart

Canapé Menu

Choose 4 Items for £6.00
Or £2.00 Each

Basil & Goats Cheese Crostini
Ham Hock with Garlic Mayo on Crostini
Mini Yorkshire Pudding with Roast Beef & Horseradish Cream
Bocconcini & cherry Tomato with Pesto
Mini Prawn Cocktail served in a Baby Gem Leaf
Smoked Salmon & Cream Cheese Bruschetta

Terms and Conditions

Name of Booker:	**Name of Event:**
Type of Event:	**Date of Event:**
Number of guest/Delegates:	**Date Confirmed:**
Signed by Client:	**Signed by Hotel:**

The following are our terms and conditions to which all conference, weddings and events bookings are subject. Written confirmation of the booking from the client and/or a copy of these terms and conditions signed by the client imply an acceptance of these terms and conditions.

In these terms and conditions, the expression 'the hotel' refers to The Spread Eagle Hotel, 16-17 Cornmarket, Thame, OX9 2BW as specified in the client's confirmation and the expression 'the client' refers to any person, firm or company booking the hotel.

FORMATION OF CONTRACT

1.1 A booking will not constitute a legal contract until it has been confirmed in writing by both the guest and the operating company of the hotel ('the hotel') and until any deposit or payment in advance requested by the hotel has been paid and a receipt for the same issued to the client and until a copy of the terms and conditions has been signed by the client and returned to the hotel.

1.2 The hotel may cancel at any stage any functions of whatever nature if it believes that to allow the function to proceed could contravene the law. In such a case any contract shall be null and void and the hotels liability will be limited to the return of any deposits paid.

DEPOSITS AND PREPAYMENTS

2.1 Prices quoted are subject to variation up to 3 months prior to arrival, after which they may vary due to change in Value Added Tax or other reasons outside the hotels control.

2.2 The client agrees to pay the hotel charges for any extra goods or services provided at the request of the client or any person agreed to have the requisite authority.

2.3 Payment by cash, cheque, bankers draft or such credit cards as are recognised by the hotel.

2.4 Payment may be made in pounds sterling or any foreign currency recognised by the hotel and to its limits, accepted by the hotel.

2.5 Credit facilities with the hotel are available to corporate accounts. Completed credit application forms are required at least 28 days prior to the date from which the credit is required. The hotel is under no obligation to grant credit. Credit facilities are not offered to private individuals.

2.6 In the event of full prepayment being required by the hotel, full prepayment of all charges, including VAT must be made, or credit facilities agreed, at least 28 days prior.

2.7 All sums payable under this agreement are due for payment on presentation of the invoice. In the event of any query relating to the invoice, the client must notify the hotel within 14 days of the invoice date and the clients' obligation to pay all outstanding balances immediately will not be affected.

2.8 The hotel reserves the right to charge interest at a rate of 2% points above the Bank of Scotland Plc base rate for each 28 day period, or part thereof on any outstanding balances

CANCELLATIONS

3.1 In the event of cancellation the following payments are payable, applicable to both residential and non-residential events. In the instance of residential events the standard terms of cancellation for bedroom accommodations are superseded by the information as shown below:

Cancellation received 28 days or more before the date of the event	25% of estimated total cost
Cancellation received 14 – 28 days before the start of the event	50% of estimated total cost
Cancellation received less than 14 days before the date of the event	100% of estimated total cost

NUMBER OF GUESTS

4.1 The approximate number of persons attending the event should be given at the time of booking. Final numbers must be given 7 working days prior to the event. The hotel will charge for the final numbers as a minimum, but reserves the right to charge for the actual numbers of guests attending if this is greater. The hotel cannot guarantee to be able to accommodate numbers greater than the final number advised 7 working days prior to the function, although every effort will be made to accommodate any such requirements.

4.2 Part reduction in numbers – the hotel reserves the right to allocate an alternative function room to that originally booked if the number of guest falls by 25% or more of the original numbers advised at the time of the initial booking.

4.3 Reduction in numbers by more than 5%, less than 14 days out will result in 100% cancellation charges being applied to the difference in numbers in all aspects of the booking, including accommodation requirements.

CHARGES

5.1 A corkage charge will apply to any wines or spirits provided by the organiser or any other person attending the event.

LIABILITY

6.1 Same as contained in statute the hotel will not be liable or responsible for any loss, damage or inconvenience of any type or kind.

6.2 The hotel will not be liable for any loss of or damage to, the property of any guest or other person in the hotel except as defined in the Hotel Proprietors Act 1956 or as otherwise provided by statute.

6.3 The organiser will indemnify the hotel against any loss or damage to, the property of any guest, or by any other person attending the function, to any part of the hotel or its fixtures or equipment, or to any property belonging to third parties.

SETTLEMENTS & INTEREST

7.1 If a final account is rendered after the event, any balance is due for payment within 14 days of the invoice date.

7.2 The hotel reserves the right to charge interest on overdue accounts at a compound rate of 2% per calendar month or part thereof.

LAW

8.1 These conditions and the contract of which they form a part shall be governed by English Law and the parties to the contract hereby submit to the exclusive jurisdiction of the Courts of England.

FORCE MAJEURE

9.1 The hotel shall not be liable for any breach of its obligations under this agreement resulting from causes beyond its reasonable control including but not limited to fires, strikes, riots, embargos inability to obtain supplies, or regulations of a civil or military authority.

WHOLE AGREEMENT

10.1 This agreement contains the entire understanding of the parties and supersedes all prior written or verbal agreements or representations. No variation will be binding unless in writing and signed by an authorised representative of the hotel.

ENGAGEMENT OF EXTERNAL CONTRACTORS

11.1 Should the organiser wish to employ the services of any external contractor, they will confirm such an arrangement with the hotel and the hotel reserves the right, in its absolute discretion to refuse such a request. If the request is accepted the organiser hereby undertakes to indemnify the hotel against claims made against it resulting from any act or default of such external contractor. All external contractors shall be in the possession of up-to-date public liability insurance and responsible for applying all the requirements laid out by the health and safety executive. The hotel does not permit the use of outside caterers, except caterers recommended by the hotel.

DECORATIONS

12.1 The guest shall not affix any materials to walls or ceilings of the hotel by the use of nails, screws, pins or any adhesive tape or any substance of any kind without prior permission from the hotel.

CONDUCT

13.1 The guest shall be responsible for the orderly conduct of the events and shall ensure that nothing will be done which constitutes a breach of law or in anyway cause a nuisance or infringe any licensing laws or illegal gaming or betting laws.