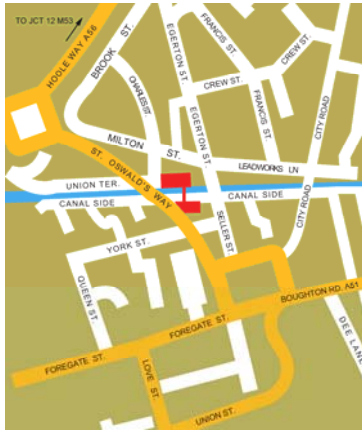



EASY TO FIND.....

WITH FREE PARKING



The Mill Hotel & Spa is situated just a few minutes canal side walk from Chester City Centre which offers extensive shopping and entertainment facilities. We are also within easy reach of railway and motorway networks.

 The Hotel that goes the extra Green Mile. [www.millhotel.com/green](http://www.millhotel.com/green)

Complimentary electric car charging for Hotel Guests and Diners



Mill Hotel & Spa, Milton Street,  
Chester CH1 3NF

Tel: 01244 350035  
Fax: 01244 345635

Email: [reservations@millhotel.com](mailto:reservations@millhotel.com)  
[www.millhotel.com](http://www.millhotel.com)



## CONFERENCE PACKAGES

TOP OF THE MILL  
ROOFTOP MEETINGS & EVENTS SUITE  
*Chester's Complete Hotel & Leisure Venue*

## DAY DELEGATE

### Package Includes

- Use of Meeting Room
- Morning Tea/Coffee, Pastries and Fruit
- Buffet Lunch
- Afternoon Tea/Coffee, Cake and Fruit
- Table refreshments
- Use of Televisions
- Wifi Internet
- Podium & Staging
- Flip Chart and Pens
- Overhead Projector and Screen
- Stationery
- Microphone
- DVD Player
- CD Player
- Photocopier
- Complimentary Car Parking
- Use of the Health and Leisure Club.

**£35.00 PER DELEGATE**

Minimum 20 Delegates

## 24-HOUR DELEGATE

### Package Includes

- Overnight Accommodation in a standard class room (upgrades available)
- 3 Course Dinner in the Canaletto Restaurant or 4 Course Dinner aboard the Restaurant Cruiser for groups over 10 delegates.
- Full English Breakfast
- Day Delegate Package
- Complimentary Car Parking

**£125.00 PER DELEGATE**

Minimum 20 Delegates

Business Class £133 Club Class £145

## ROOM HIRE

### Package Includes

- Use of Meeting Room
- Table refreshments
- Stationery
- Television & DVD/Video Player
- Flip Chart and Pens
- Overhead Projector and Screen
- Photocopier
- Wifi Internet
- Complimentary Car Parking

**HALF DAY £250**

**FULL DAY £450**

Morning Session 8.30am—12.30pm

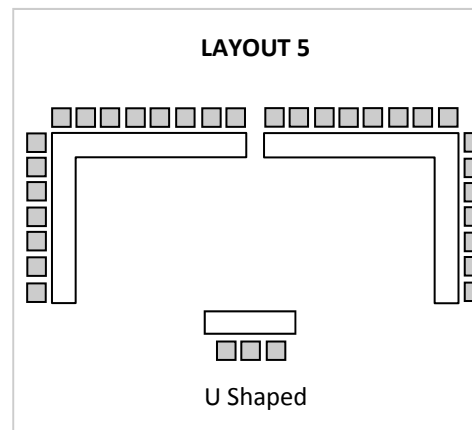
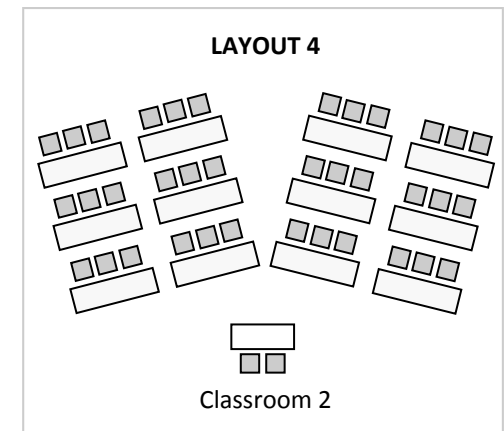
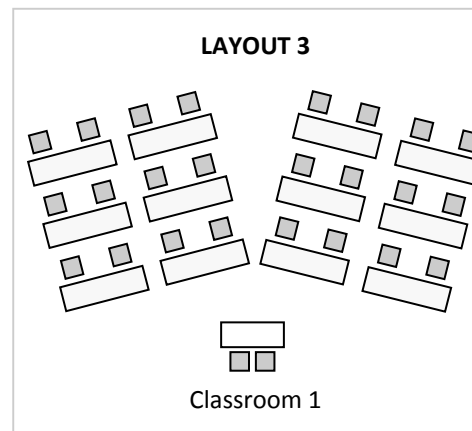
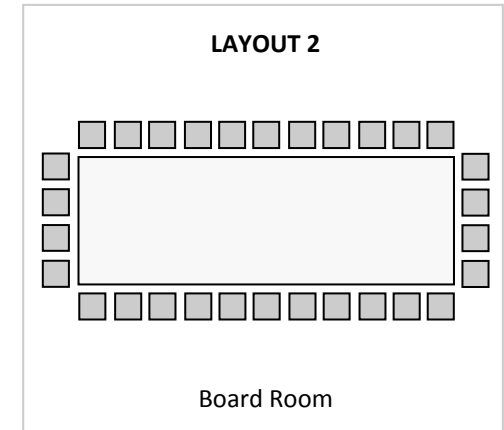
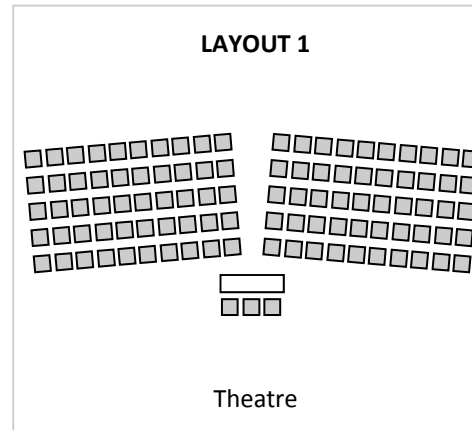
Afternoon Session 1.00pm—5.00pm

## ADDITIONAL CHARGES

Tea/Coffee & Biscuits	£2.00 per delegate
photocopying	£0.10 per sheet
National rate phone calls	£0.32 per minute
Fax to Send	£1.50 first page / £0.20 following pages
Fax to receive	£0.25



## ROOM LAYOUTS



## DELEGATE NUMBERS

Layout	Delegates
Theatre	100
Board Room	30
Classroom 1	24
Classroom 2	36
U Shape	30

## BUFFET MENU

- Closed Sandwiches with assorted Fillings
- Bagels topped with Smoked Salmon & Cream Cheese
- Plaice Goujons & Dip
- Individual Quiche Lorraine (vegetarian option on request)
- A platter of Turkey, Beef & Poached Salmon served with Horseradish and Mustard Dips
- Pork Pie & Pickles
- Cajun Wedges (topped with cheese on request)
- Coleslaw & Potato Salad
- Mixed Leaf Salad

**Add Gateaux and Tea/Coffee £3.95**

**£11.50 PER PERSON**

## PREMIUM BUFFET

**Choose two main dishes and two accompaniments from the following:**

### Main Courses:

- Chicken Curry
- Lamb Hotpot
- Steak & Ale Pie
- Chilli con carne
- Chicken a la king
- Fish Pie
- Lasagne
- Vegetarian Lasagne

### Accompaniments:

- Boiled Rice
- Homemade Chips
- New Potatoes
- Halved Jacket Potatoes
- Peas and Carrots

### Gateaux and Tea/Coffee

**£15.00 PER PERSON**

**UPGRADE FROM DELEGATE RATES**

**£5.00 PER DELEGATE**

## CANALETTO RESTAURANT SAMPLE MENU

### STARTER SELECTION

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#### SOUP OF THE DAY

Served with Crusty French Bread and Butter

#### SALMON DUO

Light Salmon Mousse and Asparagus wrapped in Smoked Salmon, presented on a bed of green leaves accompanied with a Citrus Dressing.

#### SAUTÉED GARLIC MUSHROOMS & BACON (available without bacon V)

Finished with a White Wine and Cream Sauce served in a Filo Basket

#### HONEYDEW MELON V

Parisienne of Honeydew Melon, served with Brandy soaked Apricot halves topped simply with Crème Fraiche

#### SPICED CHICKEN BREAST

Sliced Chicken Breast coated with Curry Spices, presented with a Rocket, Pine nut and Sultana salad served with a Coronation drizzle

### MAIN COURSE SELECTION

---

All Dishes include Seasonal Potatoes and Vegetables

#### PAN FRIED SEA BASS FILLET

Presented on a bed of fine Green Beans and Toasted Almonds, served with a Lemon Garnish

#### CHICKEN BREAST

Filled with Pork and Apple sausage meat, finished with a Sweet Cider Sauce

#### ENCHILADAS V

Red Peppers and Butternut Squash Spiced Filling topped with Creamy Cheese Sauce

#### SUCCULENT CHUMP OF LAMB

Presented with a bed of Honey roasted Root Vegetables, served with a Rosemary and Redcurrant Glaze

#### PAN FRIED RIB-EYE STEAK

Served with a trio of crushed White, Pink and Black peppercorns in a Brandy and Cream Sauce

### DESSERT SELECTION

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A CHOICE OF DESSERTS IS AVAILABLE FROM THE DESSERT MENU

### COFFEE & MINTS

---

Groups of 12 or under will be offered a choice of dishes from the Bar Snack menu, we request that your meal is pre-ordered on the morning of the conference.





Standard Class Bedroom



Business Class Bedroom



Club Class Bedroom



Premier Class Bedroom

## FACILITIES

- 132 bedrooms, in five grades of accommodation, Standard, Business, Club, Premier and the Champagne Room.
- Full English and Continental Buffet Breakfast included.
- Free WiFi Internet in Public Area
- Free Cabled High Speed Internet in all Bedrooms
- Over 100 digital TV channels including Sky Sports in your room.
- 24-Hour Front Desk
- Canaletto Restaurant
- L'eau-t Cuisine Restaurant Cruiser
- Brasserie Flambé Steak Restaurant
- Peppermill Trattoria
- Real Ale Bar & Deli Counter with large screen TVs
- Room Service
- Conference Facilities
- Technogym Gym
- 60ft Swimming Pool
- Aerobics Studio
- Jacuzzi, Sauna & Steam Room
- Beauty Spa
- Hair Salon
- Fax / Photocopying
- Free Parking
- Prebookable Extras: when booking you will be given the option of adding extras to your room, options include: Champagne & Chocolates, Dinner, Wine and Luxurious Pevonia Beauty Products. These and many more options are available to book online.

## TERMS & CONDITIONS

### Your Enquiry

1. You will be looked after by knowledgeable members of our Reception/ Reservations Team.
2. You will receive a copy of our Conference pack, with in 3 - 5 days of your enquiry.
3. You are extremely welcome to make an appointment to come into the Hotel for a show around and to discuss your requirements.
4. All prices stated are inclusive of VAT.
5. At no time may any third party be able to take over any booking.

### Your Reservation

1. Once you have made a reservation we will require you to complete and sign a Conference Booking form. The Booking form will outline all your requirements for the conference.
2. You will be required to confirm your reservation in writing within 14 working days of the verbal Reservation being made.
3. Account Arrangements will be agreed on confirmation of the reservation and you will be required to confirm them in writing. If you are requiring use of our credit facility, this must be set up on booking and settled within 14 days of the event date.
4. You are also required to keep the Hotel updated with any changes to your reservation leading up to the event date.
5. Final confirmation of numbers, times and dietary needs is required 48hours prior to the start of the event.

### Payment Agreement

1. If you wish to set up an account with the Hotel, you are required to complete a Credit Reference form which will then be authorised by our Accounts Department upon booking. We will require a security swipe of a company credit card on your arrival, your account will then be forwarded to you for payment within 14 days of the event date, any queries will not affect the immediate payment of the remainder of the account. Thereafter we reserve the right to charge interest on the outstanding balance.
2. If you do not have an account with the hotel you will be required to pay in full for your conference 1 month prior to the event date. Any extras taken on the day must be settled on departure. Accounts will only be set up for regular event holders.

### Cancellation of your Reservation

1. From the date that you make your reservation, you are allocated 14 days to confirm and within these days you will not incur any cancellation charge
2. In the unfortunate circumstance that you need to cancel or postpone your confirmed booking at any time prior to your event date, the Hotel will endeavour to re-sell the facilities. Any alteration, cancellation or postponement must be reported verbally to the Hotel and followed by a written confirmation. The Hotel will then acknowledge the cancellation and inform you of the impending charges if the facilities are not re-sold. The Hotel will then endeavour to resell the facilities; failing a resale the Hotel will invoice the cancellation payment after the intended event date.
3. In the event of the Hotel being unsuccessful in reselling the cancelled or amended booking, the cancellation charges will be made as follows –
  - 12 Months or longer: 10% of confirmed rates
  - Between 6–12 Months: 25% of confirmed rates
  - Between 2–6 Months: 50% of confirmed rates
  - Between 1–2 Months: 75% of confirmed rates
  - 1 Month & under: 100% of confirmed rates

- Between 2–6 Months: 50% of confirmed rates
- Between 1–2 Months: 75% of confirmed rates
- 1 Month & under: 100% of confirmed rates

If the client makes a significant reduction in the number of delegates attending an event, the Hotel reserves the right to amend the rate or facilities offered.

4. A 100% charge will be made for any guest who fails to attend or departs early.
5. All charges will be agreed with the Hotel Management Team on the event date.
6. If the Hotel is required to cancel or amend your reservation we will do our best to find you a reasonable alternative hotel, offering suitable facilities within your budget.
7. The Hotel reserves the right to cancel any event without liability at any time in the event of -
  - confirmation not being received within the agreed time or if we believe your event will cause misinterpretation of our reputation.
  - Any occurrences beyond the reasonable control of the Hotel which shall prevent it performing its obligations in connection with the booking.
  - If the Client is more than 30 days in arrears of previous payment to the Hotel.

### General Comments

1. Any damage caused to the Hotel or property of the Hotel will be charged to your account upon departure.
2. No materials are to be fitted to the Hotels walls, carpets, pillars or ceilings. Existing fixtures and fittings are permanent and can not be removed.
3. The Client is responsible for meeting the cost of any repair or replacement of Hotel Property that has arisen due to their negligence.
4. No alcohol or food may be brought into the Hotel without the Hotel's permission. The Hotel reserves the right to charge corkage on any alcohol brought into the Hotel.
5. The Hotel must comply with licensing regulations and you must assist us in maintaining our Policies at all times.
6. You may only use the Hotels Logo in any form of advertising, once the material has been agreed by the hotel.
7. As the organiser of the event, you must have a full record of all clients attending the event and be able to supply the Hotel with any information required.
8. All external suppliers including entertainment must be approved by the Hotel prior to arrival. The Client is responsible for providing the Hotel with PAT (portable Appliance Testing) certificates for all external equipment that is intended to be used in the Hotel.
9. Should any of your clients attending the event be unwilling or unable, when asked by the Hotel, to cease any behaviour or activities unacceptable to the Hotel. The Hotel will reserve the right to require them to leave the Hotel without refund or waiver of any monies already paid or payable.
10. All guests must comply with the Hotels regulations concerning Fire, Licensing and Health & Safety at all time.

If you have any queries regarding any points mentioned, please do not hesitate to contact us. We look forward to welcoming you to the Mill Hotel and hope you have a pleasant stay with us.