

It's Best when it's all taken care of.....



Mr Ted Theis

ted.theis@btinternet.com

07818028306

Date: 21st October 2011

Best Western Meetings Proposed Agreement

Moorside Grange Hotel & Spa

Your contact details:	Tel: 01663 761 500	Email: events@moorsidegrangehotel.com
Hotel contact details:	Name: Lindsey King Tel: 01663761500 Email: events@moorsidegrangehotel.com	
Your meeting:	Army Veterans Reunion Group – VETS60'S 16ERS	
<p>Dear Ted,</p> <p>Thank you for considering the Best Western Moorside Grange Hotel & Spa as the venue to hold your forthcoming event arriving on 12th October 2012. I am delighted to outline the details of your proposed agreement.</p> <p>After we have received communication from yourself we will call you to arrange a convenient time for you to visit the hotel to view our facilities and to talk through your requirements in more detail.</p> <p>At the Best Western Moorside Grange Hotel & Spa, we make it our job to make your job easier, and your event the success it deserves to be.</p> <p>If you would like to proceed with this proposed agreement, please complete and sign the final page of this document and return two full copies to the hotel. Once we have received your agreement, the signed copy will confirm your event space at the hotel.</p> <p>Otherwise, please feel free to contact myself or one of my colleagues directly who will be very happy to help.</p> <p>Kind regards</p> <p>Conference & Events Department</p> <p>www.moorsidegrangehotel.com</p>		

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Event Facilities: The [Best Western Moorside GrangeHotel & Spa](#) is currently holding the following for your use:

Date	Start time	End time	Event Type	Room	Event Setup	Delegates	Room Rental
12/10/12	15:00		Reception for the veterans	Rafters bar	Table required for literature, guests to have drinks from lounge bar	70	N/A
13/10/12	19:00	12:30	Gala Dinner	Penine and Alpine. Gala sit down dinner for 75	Banquet, bringing in own entertainment Penine bar to be open through the evening	70	N/A
14/10/12	09:00	13:00	Annual general meeting	Penine	Cabaret style	70	N/A
14/10/12	19:00	12:30	Disco and fancy dress party	Penine and Alpine	Banquet style and buffet in jubilee (TBC) Penine bar to be open throughout the evening	70	N/A

Guestrooms: The [Best Western Moorside GrangeHotel & Spa](#) is currently holding the following block of rooms for your use:

Room type	Day 1 12 th October 2012 Friday	13 th October 2012 Saturday	14 th October 2012 Sunday
Twin	£95.00 DBB per room 2 people sharing £70 single occupancy rate	£95.00 DBB per room 2 people sharing £70 single occ rate	£95.00 DBB per room 2 people sharing £70 single occ rate
Double	£95.00 DBB per room 2 people sharing	£95.00 DBB per room 2 people sharing	£95.00 DBB per room 2 people sharing

FOOD & BEVERAGE inclusions:

<p>Friday: Rafters bar on arrival for people to meet and greet Dinner in restaurant at leisure</p> <p>Saturday: Breakfast in the restaurant at leisure Gala Dinner in penine includes the 4 course dinner Bar facilities open till 12:30 at night</p> <p>Sunday: Breakfast at leisure in the restaurant AGM meeting in penine from 9 in the morning till</p>	<p>There would be an additional room rental for the morning of the Sunday for AGM @ n/a</p> <p>Total for the event @ £285 per couple for the weekend for 35 couples = £9,975.00 Room hire for AGM meeting = n/a fee waived Total cost estimated = £10,125</p> <p>TBC: Teas and coffees £2.25 per serving Sandwiches and crisps £6.95 per person.</p>
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13:00 in the afternoon
Disco in the evening in the penine

Rate Information:

The basis of this quote and the savings we are offering are subject to an expected minimum number of 35 guestrooms per night between 12th October and 15th October and a minimum number of 70 delegates per day. If your numbers are likely to change, please contact us directly in order for us to review your Proposed Agreement. All rates are inclusive of service and VAT at the prevailing rate at the time of payment.

Minimum Numbers:

The minimum guaranteed catering numbers for this event will be as detailed above. All rates quoted are based on this figure. Any changes to the number of delegates may result in a rate re-negotiation.

The amount payable by the client for the event will be calculated according to the HIGHEST of the following:

- (a) The contracted minimum numbers,
- (b) The final numbers given to the hotel 72 (working) hours prior to the event,
- (c) The final numbers that actually attend the event.

Maximum Numbers:

In accordance with Fire regulations, the delegate numbers must not exceed the maximum capacity of the agreed layout of the meeting room.

✓ **Full Terms and Conditions are detailed below**

<i>Please tick here</i>	I confirm that I have read and agreed to the terms & conditions. This is confirmation that I wish to proceed with this proposed agreement.
Client name (PRINT) Signature & date	
Hotel contact name (PRINT) Signature & date	

Once completed and signed – please either email a scanned copy or fax a signed copy of this proposed agreement and also post two signed hard copies to the hotel address (as below)

Hotel contact details:	<p>Name: Manisha Amdekar/ Lindsey King</p> <p>Address: Best Western Moorside Grange Hotel & Spa, Mudhurst Lane, Higher Disley, Stockport, Cheshire, SK12 2AP</p> <p>Email: events@moorsidegrangehotel.com</p> <p>Fax: 01663 792 794</p>
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