



**THE BELL HOTEL**  
SANDWICH

**CONFERENCE AND MEETINGS**

*The Quay, Sandwich, Kent, CT13 9EF - T: 01304 613388  
E: [bellhotel@shepherd-neame.co.uk](mailto:bellhotel@shepherd-neame.co.uk)  
[www.bellhotelsandwich.co.uk](http://www.bellhotelsandwich.co.uk)*



# THE BELL HOTEL

SANDWICH

## THE VENUE

Dear.....

Thank you for considering the Bell Hotel as a venue for your business event.

Here at the Bell Hotel we've made your business our business. We know that planning conferences and meetings can be a difficult task. With that in mind our dedicated Conference and Banqueting Managers together with their experienced Team, will guide you through all of the necessary arrangements to ensure that your event is an absolute success.

Our versatile Hotel, located right on the river Stour in the heart of Sandwich offers you a host of services and facilities to suit your every need. You have the opportunity to choose from our three function areas, which are fully equipped for any kind of business meeting.

The Hotel is easily accessed by both road and rail, has local links to Europe by Cross Channel Ferry and Euro Tunnel. The nearest train station is approximately 1/3 of a mile away.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

Best wishes

*Chris Ross*

General Manager



# THE BELL HOTEL

SANDWICH

## BREAKFAST MEETING RATE

£14.50 PER HEAD

Designated Event Co-ordinator  
Exclusive use of conference room 7am - 11am  
Tea and coffee with biscuits on arrival  
Full English or Continental breakfast  
Bottled sparkling and still mineral water  
Mid morning tea and coffee  
Use of projector, stand and screen  
Pencils, paper and name cards  
Sweets  
Free WI-FI throughout

## PACKAGE UPGRADES

Lunch  
Fresh fruit basket  
Cheese and biscuits  
Cream tea and cakes/pastries  
Wine and Champagne  
Printing, photocopying and fax



# THE BELL HOTEL

SANDWICH

## DAY DELEGATE RATE

£35.00 PER HEAD

Designated Event Co-ordinator  
Exclusive use of conference room 9am - 5pm  
Tea and coffee with biscuits on arrival  
Bottled sparkling and still mineral water  
Mid morning tea and coffee  
\*Self serve 2 course buffet lunch (see Pearl fork buffet)  
Afternoon tea and coffee  
Use of projector, stand and screen  
Pencils, paper and name cards  
Sweets  
Free WI-FI throughout

## PACKAGE UPGRADES

Bacon sandwiches on arrival  
Continental or Full English breakfast  
Enhanced buffet options  
Fresh fruit basket  
Cheese and biscuits  
Cream tea and cakes/pastries  
Wine and Champagne  
Printing, photocopying and fax  
Evening meal

*\*Choose 1 starter or 1 dessert*



# THE BELL HOTEL

SANDWICH

## 24HR DELEGATE RATE

£150.00 PER HEAD

Standard room accommodation  
with Full English breakfast and 3-course evening meal

Designated Event Co-ordinator  
Exclusive use of conference room 9am - 5pm  
Tea and coffee with biscuits on arrival  
Bottled sparkling and still mineral water  
Mid morning tea and coffee  
\*Self serve 2 course buffet lunch (see Pearl fork buffet)  
Afternoon tea and coffee  
Use of projector, stand and screen  
Pencils, paper and name cards  
Sweets  
Free WI-FI throughout

## PACKAGE UPGRADES

Guest room upgrade  
Fresh fruit basket  
Enhanced buffet options  
Cheese and biscuits  
Cream tea and cakes/pastries  
Wine and Champagne  
Private bar  
Printing, photocopying and fax

*\*Choose 1 starter or 1 dessert*

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## OUR CONFERENCE ROOMS

Our conference rooms can be set up in a multitude of styles, however the below numbers are examples of some of the layouts we can accommodate.

Room	Theatre	Boardroom	Cabaret	Air Con
Regency Room	130	40	60	Y
Old Dining Room	60	25	30	N
Laurent Perrier Club Room	20	10	NA	N



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## OUR MENUS

The Pearl fork buffet is included in the Day and 24 Hour delegate packages. We also have 4 inclusive menus for you to choose from, as well as an alternative fork buffet, each offering something slightly different to help you cater for differing tastes and fit varying budgets. Please speak to your Event Co-ordinator should you wish to upgrade your lunch or extend the day with an evening meal.

Once you have chosen your preferred menu, why not personalise it by adding canapés, intermediate courses or a buffet upgrade, creating a banquet uniquely tailored for you?

Our dedicated Team are ready to work with you to help you make your event a success. Our menus have been designed to help simplify your planning; however, should you have any special dietary requirements please discuss this with your Event Co-ordinator and we will endeavour to cater for your every need.



# THE BELL HOTEL

SANDWICH

## PEARL FORK BUFFET

### Starters

*Please choose 1 starter & 1 dessert\**

Seasonal Soup  
*With crusty bread*

Prawn, Mango, Chilli & Coriander Salad  
*With balsamic dressing*

Baked Halloumi & Balsamic Onion Confit Tart  
*Served with wheat berry, apricot, apple & cranberry salad with red wine dressing*

### Mains

*Served from the buffet table*

Meat Platter  
*Honey roasted ham, topside of beef & roast turkey*

Sweet Potato & Chestnut Frittata (v)

Hot Minted New Potatoes

Salad of Plum Tomatoes, Cucumber & Red Onions (v)  
*With lemon & balsamic dressing*

Carrot & Coriander Raita (v)

Roasted Vegetable Quinoa salad (v)  
*With herb pesto*

Warm Mixed Breads

### Desserts

Warm Triple Chocolate Brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Blackberry & Apple Eton Mess  
*Crushed meringue, whipped cream & raspberry coulis*

Vanilla Cheesecake  
*With pecan brittle and salted caramel sauce*

**£24.95**  
Per head

*\*For your entire party*





# THE BELL HOTEL

## SANDWICH

### JADE FORK BUFFET

#### Starters

*Please choose 1 starter & 1 dessert\**

Seasonal Soup & Crusty Bread

Pressed Ham Hock Terrine  
*With spring onion & leek purée*

Stilton, Chicory & Radicchio Salad (v)  
*With figs and caramelised walnuts*

Cornish Crab, Roasted Salmon & Coconut Fishcake  
*With seasonal leaves, mint, lime, coriander & chilli sauce*

#### Mains

*Served from the buffet table*

Roasted Sirloin & Noodle Salad  
*With Asian slaw, wasabi mayo & roasted peanuts*

Cured Salmon & Beetroot Nicoise Salad (v)  
*With horseradish dressing*

Cumin & Coriander Roasted Vegetables & Freekah Salad (v)  
*With avocado, crispy kale, walnuts & pomegranate dressing*

Grilled Lamb Loin Chops  
*Dusted with pistachio crumbs with a pomegranate & cucumber salad with salsa verde*

Duck Fat Roasted Potatoes

Curried Fennel, Red Cabbage & Apple Slaw (v)

Roasted Vegetable Pasta Salad with Herb Pesto (v)

Warm mixed breads

#### Desserts

Warm Triple Chocolate Brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & Lime Posset  
*With mango and passion fruit compote & shortbread biscuits*

Vanilla Cheesecake  
*With pecan brittle and salted caramel sauce*

**£29.95**  
Per head

*\*For your entire party*



# THE BELL HOTEL

SANDWICH

## GOLD MENU

*Please choose 1 dish from each of the following courses\**

### Starters

Seasonal Soup  
*With crusty bread*

Chicken Liver Parfait  
*Served on toasted shards with dressed leaves & balsamic onion chutney*

Feta, Beetroot and Caramelised Walnut Salad (v)

### Mains

Roasted Pork Loin  
*With caramelised apple and wholegrain mustard sauce*

Sautéed Chicken Breast  
*With creamy mushroom, onion & parsley sauce*

Oven Baked Cod Loin  
*Garlic & herb crusted with roasted red pepper coulis*  
*All served with a selection of seasonal vegetables and potatoes*

### Desserts

Zingy Double Cream Citrus Sponge Fool  
*Topped with crystallised orange*

Chocolate Brownie  
*Served with clotted cream & chocolate sauce*

Baked Vanilla Cheesecake  
*An oaty biscuit base, topped with golden brown baked vanilla cheesecake,  
with blueberry compote and clotted cream*

\*\*\*

Coffee & Mints

**£21.95**  
Per head

*\*For your entire party*



# THE BELL HOTEL

## SANDWICH

### EMERALD MENU

*Please choose 1 dish from each course\**

#### Starters

Seasonal Soup  
*With crusty bread*

Chicken Liver & Forest Mushroom Parfait  
*Served on toasted shards with balsamic onion chutney*

Prawn, Mango, Chilli & Coriander Salad  
*With balsamic dressing*

Baked Halloumi & Balsamic Onion Confit Tart (v)  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

#### Mains

Roast Topside of Beef  
*Served with Yorkshire pudding and red wine gravy*

Roasted Pork Belly  
*With caramelised apple & wholegrain mustard sauce*

Oven Roasted Chicken Breast  
*Stuffed with mozzarella & basil wrapped in bacon and served with roasted red pepper coulis*

Pan Seared Cod Loin  
*Served with crayfish & dill butter cream sauce*

*All served with a selection of seasonal vegetables and potato*

#### Desserts

Chocolate Brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & Lime Posset  
*With mango and passion fruit compote & shortbread biscuits*

Blackberry & Apple Eton Mess  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & Mints

**£25.95**  
Per head

*\*For your entire party*



# THE BELL HOTEL

## SANDWICH

### DIAMOND MENU

*Please choose 1 dish from each course\**

#### Starters

Seasonal Soup  
*With crusty bread*

Pressed Ham Hock Terrine  
*With spring onion & leek purée*

Stilton, Chicory & Radicchio Salad (v)  
*With figs and caramelised walnuts*

Crab, Coconut & Salmon Fishcake  
*With seasonal leaves & mint, lime, coriander & chilli sauce*

#### Mains

Roast Leg of Lamb  
*With lemon stuffing, red wine & mint jus*

Striploin of Beef  
*With Yorkshire pudding, horseradish & mustard jus*

Roasted Chicken Breast  
*Stuffed with mushroom mousse & wrapped in pancetta with a tarragon cream sauce*

Pan Fried Sea Bream Fillet  
*With roasted fennel, orange & citrus butter sauce*  
*All served with a selection of seasonal vegetables and potato*

#### Desserts

Vanilla Cheesecake  
*With pecan brittle and salted caramel sauce*

Warm Honey Poached Pear  
*With vanilla crème brûlée & toffee sauce*

Lemon Posset  
*With berry compote and shortbread fingers*

\*\*\*

Coffee with mints

**£31.95**  
Per head

*\*For your entire party*



# THE BELL HOTEL

## SANDWICH

### PLATINUM MENU

*Please choose 1 dish from each course\**

#### Starters

Seasonal Soup  
*With crusty bread*

Stilton Bon Bon Salad (v)  
*Beetroot, couscous & wheat berry salad with dressed leaves.*

Smoked Salmon & Prawn Cocktail  
*With avocado, cherry tomatoes, Marie Rose sauce & artisan sourdough*

Pressed Duck & Chicken Terrine  
*With a butternut squash purée*

#### Mains

Striploin of Beef  
*With Yorkshire pudding & pancetta bourguignon jus*

Pan Fried Salmon Fillet  
*Fine green beans, mixed glaze pods with black rice & quinoa salad and a caper & dill butter sauce*

Duck Leg Confit  
*With blackberry & honey jus*

Roasted Lamb Loin Chops  
*With salsa verde & pistachio dust*

*All served with a selection of seasonal vegetables and potato*

#### Desserts

Rich Chocolate Mousse  
*With a caramel centre served with toasted marshmallows & clotted cream*

Prosecco & Elderflower Jelly  
*With blueberries & raspberries and chantilly cream*

Dragon & Passion Fruit Pavlova  
*With mango purée, coconut gelato & toasted coconut*

\*\*\*

Coffee with mints

**£35.95**  
Per head

*\*For your entire party*



# THE BELL HOTEL

SANDWICH

## FINGER BUFFETS

### CRYSTAL

*Selection of sandwiches served on white or granary bread*

Maple Roasted Ham & Tomato

Prawn Marie Rose

Cheddar Cheese & Balsamic Onion Marmalade

Fried Spiced Tortilla Chips  
*With houmous, salsa & guacamole for dipping*

Salt & Vinegar Chicken Wings  
*With blue cheese dip*

Seasoned Rock Salted Chips (v)  
*With smoky tomato mayonnaise*

Hot Beef & Chilli Sausage Rolls

**£11.95**

Per head

### SILVER

*Selection of open sandwiches*

Crayfish in Szechuan Pepper & Sriracha Sauce

Pulled Salt Beef & BBQ Mustard

Whipped Brie, Tomato & Smashed Avocado

Mini Cheese Burgers Sliders  
*With smoky tomato & onion chutney*

Seasoned Rock Salted Chips (v)  
*With smoky tomato mayonnaise*

Crispy Coated Chicken Fillets  
*With Indian sweet chilli sauce*

Feta, Spinach and Pine Nut Parcels (v)

**£15.95**

Per head

### CHINA

*Selection of sandwiches served on white or granary bread*

Pulled Salt Beef & BBQ Mustard

Maple Roasted Ham & Tomato

Prawn Marie Rose

Cheddar Cheese & Balsamic Onion Marmalade

Mini Yorkshire Puddings  
*Filled with roasted chicken, lemon stuffing & cranberry mayonnaise*

Braised Leek Welsh Rarebit Toasts (v)

Seasoned Rock Salted Chips (v)  
*With smoky tomato mayonnaise*

Cocktail Sausages  
*With Bombay curry glaze*

Plaice Goujons  
*Served with tartare sauce*

**£13.95**

Per head

### BUFFET ADD ONS

*In addition to all our finger and fork buffets you can enhance your meal with the following dishes*

Dressed Salmon  
£6.95 per head

Kentish Cheese Board  
£7.95 per head



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## CANAPÉS

*Homemade canapés make an ideal accompaniment to your reception drinks.*

Fresh Fig, Walnut & Stilton Bon-Bon Sticks (v)

Smoked Salmon & Dill Blini's

Roasted Mediterranean Vegetable & Goats Cheese Canapé Cups (v)

Fried Sesame Feta & Watermelon Sticks

Baby Plum Tomatoes, Basil, Olive & Mozzarella Skewers (v)

Crispy Bacon & Braised Leek Welsh Rarebit

Aromatic Seared Salmon Phaenang on Rye Bread

Confit Chicken Parfait & Roasted Mushroom Blini's

Balsamic Mushroom, Herb & Tapenade Canapé Cups (v)

Chicken, Caramelised Shallot & Asparagus Canapé Cups

*Please select 3 of the above to be served with your reception drinks*

£7.95  
per head

*Additional choices will be charged at £2.95 per person, per item*

### Sweet Canapés

*Ideal for finger buffets @ £2.95 each per person (please choose 1 option)*

Mini Chocolate Churro Shots

Lemon Curd & Ginger Cheesecake Lollipops

Chocolate Brownie, Raspberry & Marshmallow



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## OUR ACCOMMODATION

For any of your delegates travelling some distance, why not take advantage of our accommodation facilities? Our hotel offers your delegates a wide selection of en-suite rooms, from singles to family rooms. All of our rooms offer televisions, direct dial telephones, complimentary Wi-Fi, tea and coffee making facilities and hair dryers; some even have extra touches such as river views and private balconies

Rooms are available from 14.00hrs on the day of check in and guests are requested to vacate their rooms by 11.00hrs on the day of check out. However if your delegates wish to explore the surrounding area, we are able to offer a left luggage facility\*\*.

*\*\* Subject to availability*





# THE BELL HOTEL

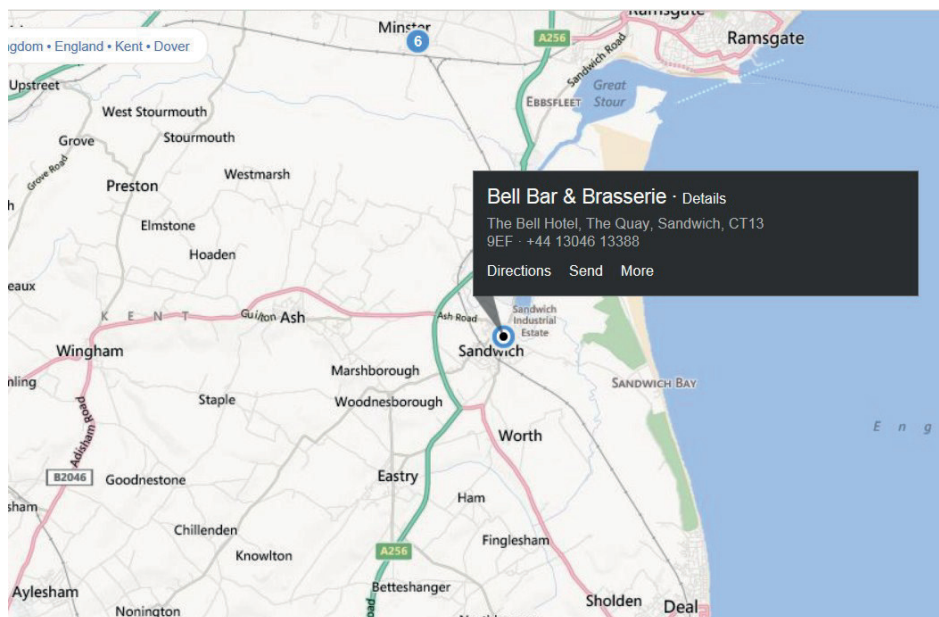
## SANDWICH

## WHERE WE ARE

The Bell Hotel is conveniently accessed by both road and rail and is approximately 100 minutes from London, just 8 miles from the A2.

The nearest train station is approximately 1/3 mile away.

To find us by road, please enter the following postcode into your Sat Nav  
CT13 9EF



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# THE BELL HOTEL

## SANDWICH

## THE SMALL PRINT

### *Wedding and Banqueting Terms and Conditions:*

The following terms and conditions of contract shall apply to all bookings for wedding and banquet functions (functions)  
Reference to The Company shall be The Hotel

One signed copy to be retained by the client and one copy to be returned to The Hotel

### *Deposits, Payments & Confirmation:*

Provisional dates must be confirmed in writing within 14 days along with a signed acceptance of our Terms & Conditions, otherwise the date will be released and re-offered for sale

A non refundable deposit of £500.00 is required at the time of booking and a further £350 non refundable deposit is required 12 weeks prior to the event

The customer shall notify The Hotel in writing not less than 14 days prior to the function, the final number of guests anticipated attending the function

Full payment of charges must be made at least 14 days prior to the commencement of the function

The final amount payable by the customer shall be calculated on this final number or the number that actually attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function, full payment will be required for those additional guests prior to the function

The Company reserve the right to charge interest at 2% above Bank Of England interest base rate for each day on any outstanding balances and all subsequent days thereafter

### *Cancellation Policy:*

In the unlikely event of you cancelling your wedding we reserve the right to apportion the following charges

On confirmation of the event a non refundable deposit of £250.00 is paid

For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

For cancellations less than 4 weeks prior to the start date the charge will be 100%

Any deposits paid will be deducted from the amount of any outstanding monies due

### *General Conditions:*

*Licensing and Statutory Regulations:* Functions held within the hotel are subject to Statutory Regulations. All such regulations must be strictly observed. Details of any such regulations can be provided on request.

*Third Party Insurance:* The Company shall not be liable for any loss or damage suffered by the customer, except in respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights which The Company has under the Hotel Proprietors Act 1956 where the act applies

*Damage:* The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Bell Hotel are non smoking

CONTINUED



# THE BELL HOTEL

SANDWICH

## THE SMALL PRINT - CONTINUED

*Food and Drink:* We cannot allow food or drink, other than that purchased on the premises be consumed with the hotel

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has or you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

*Finishing Times:* Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

*Alterations to Bookings:* These are required to be made in writing and are subject to approval by The Company

*External Suppliers:* These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

*Force Majeure:* If the Hotel is prevented or hindered from carrying any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The hotel reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to the Hotel

*Site Copy*

Event Date .....	Minimum No. of Guests .....
Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
Position .....	Position .....
Date.....	Date.....

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Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
Position .....	Position .....
Date.....	Date.....

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