



# THE BELL HOTEL

SANDWICH

## CONFERENCE AND BANQUETING



# 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

*Natasha Franz*

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  
1 course meal from our main menu  
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



# THE BELL HOTEL

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## 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  
3 course meal from our Bishops Menu  
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



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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
Taittinger Club Room	20	10	NA	N



# THE BELL HOTEL

## SANDWICH

## OUR MENUS

We also have 3 inclusive menus for you to choose from, as well as finger buffets, 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

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## BISHOPS

Please choose 1 dish from each of the following courses to create a set meal for your entire party

### STARTERS

Seasonal soup  
*With crusty bread*

Chicken liver & Brandy parfait <sup>(600)</sup>  
*With toasted sourdough, onion chutney, sliced radish,  
gherkin and dressed watercress leaves*

Prawn, mango, chilli and coriander salad <sup>(600)</sup>  
*With balsamic dressing*

Sweet potato falafel bites <sup>(v/vg) (600)</sup>  
*On mango chutney with pomegranate, mint  
& red onion salsa, pea shoots and lemon oil*

### MAINS

Roast topside of beef  
*Served with Yorkshire pudding and red wine gravy*

12 Hour pressed pork belly  
*Creamy celeriac purée, crackling shard, watercress  
with maple & apple sauce*

Chicken supreme  
*Served with a creamy sundried tomato, parmesan,  
mustard & garlic butter sauce*

Baked cod loin  
*With chorizo cream sauce*

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

### DESSERTS

Warm triple chocolate brownie <sup>(v)</sup>  
*With sweet black cherry compote, clotted cream and a chocolate flake*

Coconut and citrus posset <sup>(v)</sup>  
*With mango and passion fruit compote & shortbread biscuits*

Blackcurrant delice <sup>(v/vg) (600)</sup>  
*With raspberry coulis, lemon sorbet and candied walnuts*

\*\*\*

Coffee & mints <sup>(v)</sup>

**£26.95**

**PER HEAD**

**Vegetarian and vegan alternatives are available**





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## SPITFIRE

Please choose 1 dish from each of the following courses to create a set meal for your entire party

### STARTERS

Seasonal soup  
*With crusty bread*

Pressed ham hock terrine (600)  
*Spring onion & leek purée with toasted sourdough shards*

Porcini mushroom arancini (v) (600)  
*With a gorgonzola hollandaise, pepper poppers, dressed watercress and toasted sunflower seeds*

Beetroot cured smoked salmon (600)  
*Topped with a lemon, horseradish & chive crème fraiche, lemon oil dressed watercress and a side of charcoal bread*

### MAINS

Roast leg of lamb  
*With lemon stuffing, red wine & mint jus*

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

Corn fed chicken supreme  
*Served with caramelised shallot & fennel purée and tomato concasse*

Chalk steam trout (600)  
*On a bed of watercress, leek & mascarpone sauce, topped with lemon & crab mousse*

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

### DESSERTS

Indulgent Lotus biscoff slice (v/vg)  
*A crunchy biscuit base topped with baked mousse & biscoff crumbs and served with fresh strawberries & strawberry compote*

Lemon posset (v) (600)  
*With berry compote and shortbread fingers*

Chocolate & pecan torte  
*With mascarpone, crystallised orange cream and candied pecans*

\*\*\*

Coffee & mints (v)

£29.95

PER HEAD

**Vegetarian and vegan alternatives are available**



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## WHITSTABLE BAY

Please choose 1 dish from each of the following courses to create a set meal for your entire party

### STARTERS

Seasonal soup  
*With crusty bread*

Burrata mozzarella <sup>(600)</sup>  
*With tomato, basil pesto, toasted pine nuts and drizzled with balsamic glaze*

Smoked salmon and prawn cocktail <sup>(600)</sup>  
*With avocado, cherry tomatoes, Marie Rose sauce & artisan sourdough*

Pressed duck & chicken terrine <sup>(600)</sup>  
*Butternut squash purée, toasted sourdough and dressed leaves*

### MAINS

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

Guinea fowl supreme  
*With Orchard view cider, mushroom, wholegrain mustard & tarragon cream*

Stone bass fillet  
*With roasted celeriac, marjoram and pepper sauce & caramelised onions*

Roasted lamb loin chops  
*With salsa verde & pistachio dust*

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

### DESSERTS

Chocolate & hazelnut croquant  
*Black cherry compote & clotted cream*

Prosecco & elderflower jelly <sup>(600)</sup>  
*With blueberries, raspberries and Chantilly cream*

Warm apple & sultana frangipane tart <sup>(v)</sup>  
*With vanilla cream*

\*\*\*

Coffee & mints <sup>(v)</sup>

**£35.95**

**PER HEAD**

**Vegetarian and vegan alternatives are available**



# THE BELL HOTEL

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## FINGER BUFFETS

### MASTER BREW

Selection of sandwiches

*Pulled salt beef & BBQ mustard | Maple roasted ham & tomato  
Prawn Marie Rose | Cheddar cheese & balsamic onion marmalade <sup>(v)</sup>*

Mini Yorkshire puddings with roasted chicken, lemon stuffing & cranberry mayonnaise

Braised leek Welsh rarebit toasts <sup>(v)</sup> | Cocktail sausages with Bombay curry glaze

Plaice goujons with tartare sauce | Seasoned skin on wedges with Kentish tomato chutney <sup>(v)</sup>

**£14.95** PER HEAD

### NEW DAWN

Selection of open sandwiches

*Crayfish in Szechuan pepper & sriracha sauce | Pulled salt beef & BBQ mustard  
Whipped brie, tomato & smashed avocado <sup>(v)</sup>*

Mini cheese burger sliders with smoky tomato & onion chutney

Crispy coated chicken fillets with Indian sweet chilli sauce

Pea & mint arancini with lemon mayonnaise <sup>(v)</sup>

Seasoned skin on wedges with Kentish tomato chutney <sup>(v)</sup>

**£16.95** PER HEAD

### BUFFET ADD ONS

*In addition to all our 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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## VEGETARIAN & VEGAN

The following dishes have been designed specifically for your vegetarian & vegan guests. Please select one of the following dishes in place of your chosen starter & main course.

### STARTERS

Avocado and tofu mini toast <sup>(600)</sup> (v/vg)

*With red onion, pickled cucumber, toasted pumpkin & sesame seeds all finished with a drizzle of sriracha sauce*

Beetroot falafel bites <sup>(600)</sup> (v/vg)

*On mango chutney with pomegranate, mint & red onion salsa, pea shoots and lemon oil*

Crispy thyme charred polenta <sup>(600)</sup> (v/vg)

*On a wild mushroom ragu, topped with rocket leaves*

Crushed avocado and sautéed mushrooms <sup>(600)</sup> (v/vg)

*On toasted sourdough with onion confit and quinoa houmous*

Kale & onion fritters <sup>(600)</sup> (v/vg)

*With spicy aubergine chutney, dressed rocket leaves, pomegranate seeds & flaked toasted almonds*

Roast tandoori spiced cauliflower florets <sup>(600)</sup> (v/vg)

*On tahini soya yoghurt topped with pickled red cabbage, pomegranate molasses, coriander & pumpkin seeds*

Sicilian thyme & honey charred artichokes and courgettes <sup>(600)</sup> (v)

*Caramelised lemon quinoa, pink pickled onions and crushed pistachios*

Meatless Mediterranean kofta kebabs <sup>(600)</sup> (v/vg)

*Served with tomatoes, parsley, shredded carrot, pickled red onions in a sumac & lemon dressing with warmed griddled floured tortillas and mint dipping sauce*



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## VEGETARIAN MAINS

Creamy wild mushroom, cranberry and spinach Wellington <sup>(v)</sup>  
*With buttered herb new potatoes*

Persian red quinoa, squash & pistachio nut roast <sup>(600) (v)</sup>  
*With sumac roasted Brussels sprouts, fennel &  
broccoli with red pepper & tomato sauce*

Courgette, pistachio & mushroom nut loaf <sup>(v)</sup>  
*With creamy peppercorn sauce & seasonal vegetables*

Porcini mushroom & truffle mezzaluna parcels <sup>(v)</sup>  
*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil*

Asparagus, pea & cheese ravioli <sup>(v)</sup>  
*With soya & green beans and a herb pesto*

Potato gnocchi <sup>(v)</sup>  
*Sautéed with peas and courgette, finished with vegan cheese & rocket leaves*

Sweet potato, cannellini bean & quinoa croquette <sup>(v)</sup>  
*With rocket, heritage tomato relish, roasted onions,  
orzo pasta salad and bell pepper coulis*

Beetroot & goats cheese tortellini <sup>(600) (v)</sup>  
*With herb pesto, watercress & rocket salad, pickled fennel & toasted pine nuts*



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## VEGAN MAINS

Barley summer stew <sup>(600)</sup> (v/vg)

*A medley of pearl barley, orange liquor, cumin & baby vegetables  
finished with sautéed spring onion & spinach*

Baked sticky aubergines with pomegranate molasses <sup>(v/vg)</sup>

*Warm beetroot & couscous in a lemon vinaigrette, dressed rocket & chard leaves,  
pickled cucumber & soya yoghurt dressing with toasted almonds*

Mushroom & walnut 'steak' <sup>(v/vg)</sup>

*Served with wilted spinach, roast tomato, glazed shallots & carrots,  
chunky chips, a red wine jus and parsnip crisps to finish*

Soya bean & spring onion risotto <sup>(v/vg)</sup>

*With miso & maple glazed mushrooms, chargrilled bok choy and toasted cashew nuts*

Wild mushroom quinoa salad <sup>(600)</sup> (v/vg)

*With roast red peppers, beetroot, candied pecans, walnuts & mixed  
seeds finished with a creamy yoghurt & honey dressing*

Fig, cashew nut and carrot rosti <sup>(v/vg)</sup>

*Forest mushrooms and herb pesto*

Butternut squash & sweet potato gnocchi <sup>(600)</sup> (v/vg)

*With roasted pepper coulis*

Lemon & asparagus gnocchi <sup>(v/vg)</sup>

*With mint pesto*

Spaghetti with basil pesto <sup>(v/vg)</sup>

*With green beans, peas, soya beans, caramelised red onions,  
almonds, rocket and finished with lemon oil*



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## CANAPÉS

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

Fresh fig, walnut & stilton bon bon sticks <sup>(v)</sup>

Smoked salmon & dill blini's

Roasted Mediterranean vegetable & goats cheese canapé cups <sup>(v)</sup>

Fried sesame feta & watermelon sticks

Baby plum tomatoes, basil, olive & mozzarella skewers <sup>(v)</sup>

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 <sup>(v/vg)</sup>

Chicken, caramelised shallot & asparagus canapé cups

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

£9.95  
PER HEAD

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

### SWEET CANAPÉS

*Ideal for finger buffets @ £2.95 each per head (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



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 SMALL PRINT

### *Conference and Banqueting Terms and Conditions:*

The following terms and conditions of contract shall apply to all bookings for conference & banqueting  
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 £250.00 is required at the time of booking

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 function 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.....

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)