

**THE DOG & BEAR HOTEL**  
LENHAM

# CONFERENCE & MEETINGS

The Square, Lenham, Kent, ME17 2PG  
T: 01622 858219  
E: [dogbear@shepherd-neame.co.uk](mailto:dogbear@shepherd-neame.co.uk) ~ W: [www.dogandbearlenham.co.uk](http://www.dogandbearlenham.co.uk)

**THE DOG & BEAR HOTEL**  
LENHAM

## THE VENUE

Dear.....

Thank you for considering the Dog & Bear Hotel as a venue for your business event.

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

The Dog & Bear Hotel in Lenham, Kent, is located right at the heart of the village, overlooking the main square. Our function room the Saxon Suite has a private bar and court yard garden, can accommodate flexible configurations and offers a host of services & facilities to suit your every need.

The Hotel is easily accessed by both road and rail, with local links to Europe by Cross Channel Ferry & Euro Tunnel and its own private car park for 44 cars.  
The nearest train station is approximately half 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

*Anne & Brian Hogg*

Managers

The Square, Lenham, Kent, ME17 2PG  
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## MEETING RATES

### BREAKFAST MEETINGS

Designated Event Co-ordinator  
Exclusive use of conference room 7am – 10am  
Full English or Continental breakfast  
1 serving of tea, coffee & orange juice  
Use of projector, screen & flip-chart  
Pens & paper  
Free WI-FI throughout

**£12.50 PER HEAD**

### HALF DAY DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the half day delegate rate*

Designated Event Co-ordinator  
Exclusive use of conference room 9am – 12pm or 2pm – 5pm  
2 servings of tea & coffee  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£18.00 PER HEAD**

### PACKAGE UPGRADES

*Include lunch with the following menus:*

Gold Menu: £21.95 per head  
Emerald Menu: £25.95 per head  
Diamond Menu: £29.95 per head

# THE DOG & BEAR HOTEL

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## DAY DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the day delegate rate*

Designated Event Co-ordinator  
Exclusive use of conference room 9am – 5pm  
Gold menu in our restaurant or our conference fork buffet served in the meeting room  
3 servings of tea & coffee  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£37.00 PER HEAD**

## 24HR DELEGATE RATE

*A minimum of 10 delegates is required to qualify for the 24hr delegate rate*

Standard room accommodation with Full English breakfast  
Designated Event Co-ordinator  
Exclusive use of conference room 9am – 5pm  
Conference fork buffet served in the meeting room  
3 servings of tea & coffee  
3 course evening meal in our Restaurant with our Gold Menu  
Use of projector, screen & flip-chart  
Pens, paper, water & mints  
Free WI-FI throughout

**£150.00 PER HEAD**

## PACKAGE UPGRADES

*Upgrade your lunch or dinner with*

Emerald Menu additional £4.00 per head  
Diamond Menu additional £8.00 per head

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## OUR CONFERENCE ROOM

Our conference room 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	Classroom	Boardroom	Cabaret	Air Con
Saxon Suite	60	32	40	32	Y

# THE DOG & BEAR HOTEL

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## OUR MENUS

The Gold menu is included in the Day & 24 Hour delegate packages. We also have 3 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 or buffet upgrades to create 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 DOG & BEAR HOTEL**  
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## GOLD MENU

*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 parfait <sup>(600)</sup>  
*Served on toasted shards with dressed leaves & balsamic onion chutney*

Feta, beetroot and caramelised walnut salad <sup>(600) (v)</sup>  
*With balsamic dressing*

### MAINS

Roasted pork loin  
*With caramelised apple and wholegrain mustard sauce*

Sautéed chicken breast <sup>(600)</sup>  
*With creamy mushroom, onion & parsley sauce*

Oven baked cod loin <sup>(600)</sup>  
*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 <sup>(600) (v)</sup>  
*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

*Vegetarian and vegan alternatives are available*

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## EMERALD MENU

*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 & mushroom parfait <sup>(600)</sup>  
*Toasted sourdough shards and balsamic onion chutney*

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

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> (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 <sup>(600)</sup>  
*Stuffed with mozzarella & basil, wrapped in bacon and drizzled with roasted red pepper coulis*

Pan seared cod loin <sup>(600)</sup>  
*Served with crayfish & dill butter cream sauce*  
*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

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

Blackberry & apple eton mess <sup>(600)</sup> (v)  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & mints

**£25.95**

PER HEAD

*Vegetarian and vegan alternatives are available*



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## DIAMOND MENU

*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 <sup>(600)</sup>  
*Spring onion & leek purée & toasted sourdough shards*

Stilton, chicory & radicchio salad <sup>(600)</sup> (v)  
*With figs and caramelised walnuts*

Cornish crab, coconut & salmon fishcake <sup>(600)</sup>  
*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 <sup>(600)</sup>  
*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 <sup>(600)</sup> (v)  
*Caramel sauce and vanilla crème brûlée*

Lemon posset <sup>(600)</sup> (v)  
*With berry compote and shortbread fingers*

\*\*\*

Coffee & mints

**£29.95**

PER HEAD

*Vegetarian and vegan alternatives are available*

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## PLATINUM MENU

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

### STARTERS

Seasonal soup  
*With crusty bread*

Stilton bon bon salad <sup>(v)</sup>  
*Beetroot couscous & wheat berry salad with dressed leaves.*

Smoked salmon & 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*

Pan fried salmon fillet  
*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 <sup>(v)</sup>  
*With a caramel centre, toasted marshmallow and clotted cream*

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

Dragon & passion fruit pavlova <sup>(600)</sup> <sup>(v)</sup>  
*With a mango purée, coconut gelato & toasted coconut flakes*

\*\*\*

Coffee & mints

**£33.95**

PER HEAD

*Vegetarian and vegan alternatives are available*

# THE DOG & BEAR HOTEL

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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 (600) (v/vg)

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

Beetroot, samphire and courgette fritters (600) (v/vg)

*With seasonal leaves and basil pesto*

Beetroot falafel bites (600) (v/vg)

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

Crispy thyme charred polenta (600) (v/vg)

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

Crushed avocado and sautéed mushrooms (600) (v/vg)

*On toasted sourdough with onion confit and quinoa houmous*

Kale & onion fritters (600) (v/vg)

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

Roast tandoori spiced cauliflower florets (600) (v/vg)

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

Sweet potato falafel bites (600) (v/vg)

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

Tandoori spiced cauliflower, broccoli & onion fritters (v/vg)

*Served with mango chutney & seasonal leaves*

Tempura vegetables (600) (v/vg)

*Lightly battered vegetables, with a pot of sweet chilli dipping sauce,  
toasted sesame seeds, red chilli and spring onion to finish*

Vegetable gyoza (600) (v/vg)

*Crispy pastry dumplings with sweet chilli dipping sauce, dressed rocket and pickled red onions*

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## VEGETARIAN MAINS

Lemon & black pepper breaded halloumi <sup>(600)</sup> (v)  
*On a vegetable risotto with heritage tomatoes,  
balsamic roasted red peppers & asparagus*

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

Persian red quinoa, squash & pistachio nut roast <sup>(600)</sup> (v)  
*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*

Blue cheese, spinach & cranberry risotto <sup>(v)</sup>  
*With dressed leaves*

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

Tofu & vegetable Malaysian curry <sup>(v)</sup>  
*Served with basmati rice, toasted almonds & warm chapati bread*

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

Wild mushroom & thyme risotto <sup>(600)</sup> (v)  
*Topped with pea shoots*

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*

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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*

Creamy Thai green curry risotto <sup>(v/vg)</sup>

*Topped with tempura vegetables and lime & maple toasted coconut*

Fennel & cumin roasted cauliflower 'steak' <sup>(v/vg)</sup>

*Topped with a salsa of sultanas, hazelnuts, parsley & capers,  
finished with slow braised red lentils & red pepper coulis*

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*

Roasted vegetable tagine <sup>(600)</sup> (v/vg)

*In a sweet & spicy sauce with sultanas & apricots, toasted almonds  
and a side of lemon quinoa & pomegranate*

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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## PEARL FORK BUFFET

### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

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

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> <sup>(v)</sup>  
*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 <sup>(v)</sup>

Hot minted new potatoes <sup>(v)</sup>

Salad of plum tomatoes, cucumber & red onions <sup>(v)</sup>  
*With lemon & balsamic dressing*

Carrot & cranberry raita <sup>(v/vg)</sup>

Roasted vegetable quinoa salad <sup>(v/vg)</sup>  
*With herb pesto*

Warm mixed breads <sup>(v)</sup>

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Blackberry & apple Eton mess <sup>(600)</sup> <sup>(v)</sup>  
*Crushed meringue, whipped cream & raspberry coulis*

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*

**£25.95**

PER HEAD

# THE DOG & BEAR HOTEL

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## JADE FORK BUFFET

### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

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

Stilton, chicory & radicchio salad <sup>(v) (600)</sup>  
*With figs and caramelised walnuts*

Cornish crab, roasted salmon & coconut fishcake <sup>(600)</sup>  
*With seasonal leaves, mint, lime, coriander & chilli sauce*

### MAINS

*Served from the buffet table*

Roasted sirloin & noodle salad <sup>(600)</sup>  
*With Asian slaw, wasabi mayo & roasted peanuts*

Cured salmon & beetroot Nicoise salad <sup>(v) (600)</sup>  
*With horseradish dressing*

Cumin & coriander roasted vegetables & freekah salad <sup>(v/vg)</sup>  
*With avocado, crispy kale, walnuts & pomegranate dressing*

Grilled lamb loin chops <sup>(600)</sup>  
*Pomegranate & cucumber salad, salsa verde & pistachio crumbs*

Duck fat roasted potatoes

Curried fennel, red cabbage & apple slaw <sup>(v)</sup>

Roasted vegetable pasta salad with herb pesto <sup>(v/vg)</sup>

Warm mixed breads

### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

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

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*

**£30.95**  
PER HEAD

**THE DOG & BEAR HOTEL**  
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## FINGER BUFFETS

### CRYSTAL

Selection of sandwiches

*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 chips with smoky tomato mayonnaise <sup>(v)</sup> | Hot beef & chilli sausage rolls

**£11.95** PER HEAD

### CHINA

Selection of sandwiches

*Pulled salt beef & BBQ mustard | Maple roasted ham & tomato  
Prawn Marie Rose | Cheddar cheese & balsamic onion marmalade*

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

Braised leek Welsh rarebit toasts <sup>(v)</sup> | Plaice goujons with tartare sauce

Cocktail sausages with Bombay curry glaze | Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£13.95** 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 burger sliders with smoky tomato & onion chutney

Crispy coated chicken fillets with Indian sweet chilli sauce | Feta, spinach and pine nut parcels <sup>(v)</sup>

Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£15.95** 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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## 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*

£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 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 guests 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.

All our prices are based on two people sharing with full English breakfast.  
*(Please ask your Event Co-ordinator for the tariff list.)*

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 guests wish to explore the surrounding area, we are able to offer a left luggage facility\*.

*\*Subject to availability*

# THE DOG & BEAR HOTEL

## LENHAM

## WHERE WE ARE

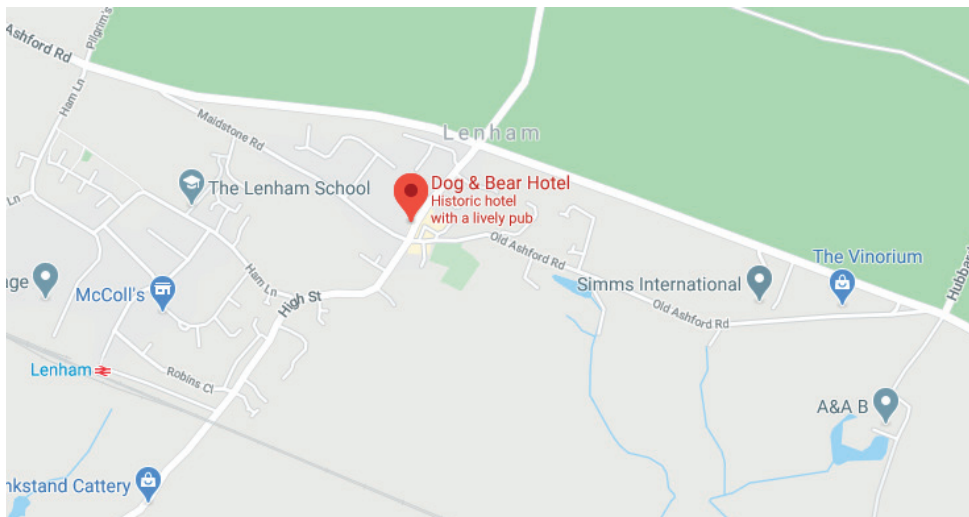
The Dog & Bear Hotel is conveniently accessed by both road and rail and is approximately 80 minutes from London, just 6 miles from the M20 Motorway (J8 Leeds Castle).

The nearest train station - Lenham, is approximately half a mile away.

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

ME17 2PG

The hotel boasts its own private car park for 44 cars.



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## THE SMALL PRINT

### *Conference & 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 Dog & Bear Hotel are non smoking

CONTINUED

**THE DOG & BEAR HOTEL**  
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## 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.....

The Square, Lenham, Kent, ME17 2PG

T: 01622 858219

E: dogbear@shepherd-neame.co.uk ~ W: www.dogandbearlenham.co.uk

# THE DOG & BEAR HOTEL

## LENHAM

## THE SMALL PRINT

### *Conference & 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 Dog & Bear Hotel are non smoking

CONTINUED

**THE DOG & BEAR HOTEL**  
LENHAM

## 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

*Client 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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