



DOVER MARINA HOTEL & SPA

A Boutique, Waterfront Venue



Conference & Meetings

Located on Marine Parade, and commanding stunning views across the seafront, The Best Western Dover Marina Hotel & Spa is an ideal conference and meeting venue. It offers up to date modern technology to corporate guests seeking luxurious accommodation, fine dining and panoramic views. It is truly a hotel with exceptional charm and character.

When booking your conference with our specialist event team we will handle all the details. This means you can concentrate on greeting your associates and getting down to business.

The Best Western Dover Marina Hotel is a superb conference venue with variety stylish suites.

The hotel offers three fully air-conditioned function rooms which can cater for 2 to 150 delegates. These give the hotel the flexible space to be the leading event and conference venue in Dover.

Our dedicated conference team can provide refreshments throughout the event, served at agreed times for your convenience.

Delegate Rates

For our larger groups we offer a daily delegate rate, within this we include:

- Free WiFi access
- Photocopier service*
- Fax*
- Conference stationary
- Screen
- Whiteboard/Flip chart
- Free car parking (subject to availability)
- A TV
- An LCD projector*
- Free use of our Business Centre
- Refreshments as listed below

Our dedicated conference team can provide refreshments throughout your conference, served at agreed times for your convenience.

*indicates a supplement charge

Conference Equipment

We have a wide range of equipment and facilities for you are your delegates for your use. These are as follows:

- Photocopier service£0.50 per page
- Fax£1.00 per page
- Screen£16.50 per day
- Flip chart/stand£15.00 per unit per day
- Conference Phone£25.00 per day
- L.C.D£26.50 per day
- Lectern.....Free of charge



Blenheim Suite – Boardroom Style



Chartwell Suite – Theatre Style



Churchill Suite – Boardroom Style

Daily Delegate Rate – 12 hours

(minimum 10 delegates)

£35.00 per person

- Early morning tea, coffee served with warm Danish pastries or bacon baps
- Day use of selected conference room
- Fresh fruit bowl upon arrival
- Mid morning tea, coffee with biscuits
- Finger buffet or 2 course hot buffet served in the conference room
- Bottled water, cordial and conference mints
- Mid afternoon tea, coffee with chefs cake of the day
- Equipment hire (a supplement may be charged for specialist items)
- Best Western Dover Marina Hotel welcome pack

Syndicate rooms/ breakout rooms available from £85.00

24 Hour Delegate Rate

(minimum 10 delegates)

£125.00 per person

- Welcome tea, coffee with warm Danish pastries or bacon baps
- Day use of selected conference room
- Fresh fruit bowl upon arrival
- Mid morning tea, coffee with mini muffins & biscuits
- Finger buffet served in the conference room with orange or apple Juice
- Bottled water, cordial, conference mints
- Mid afternoon tea, coffee with chefs cake of the day
- Equipment hire (a supplement may be charged for specialist items)
- Best Western Dover Marina Hotel & Spa welcome pack
- Dinner in our Marco Pierre White's English Chophouse (set menu)
- Overnight accommodation with a Full English or Continental breakfast in the morning
- Free use of the gym and spa facilities

Room Information

Room	Room Capacity		
	<i>Theatre Style</i>	<i>Boardroom Style</i>	<i>Banquet Style</i>
The Winston Suite	150	65	140
The Chartwell Suite	80	50	80
The Blenheim Suite	40	20	30
The Churchill Suite	20	12	20
Room	Room Dimensions		
	<i>Length</i>	<i>Width</i>	<i>Height</i>
The Winston Suite	21m	5m	3m
The Chartwell Suite	14m	5m	3m
The Blenheim Suite	7m	5m	3m
The Churchill Suite	4m	4m	3m
Room	Room Price		
	<i>Full Day</i>	<i>Half Day</i>	<i>Hourly</i>
The Winston Suite	£500	£300	£120
The Chartwell Suite	£330	£200	£75
The Blenheim Suite	£200	£130	£55
The Churchill Suite	£130	£85	£40



CATERING

Tea or coffee £2.95 per serving

Tea or coffee & biscuits £3.50 per serving

Danish pastries £3.00 per serving

Bacon or Egg baps £4.50 per serving

Bottled water £4.00 per litre

Fresh fruit juice (orange or apple) £7.00 per jug

Mr White's English Chophouse

Two course hot lunch served in our Marco Pierre White restaurant

£17.50 per person

Finger Buffet Options

Option 1

Selection of freshly prepared sandwiches and wraps

Cocktail sausages glazed with wildflower honey & mustard

Southern fried chicken strips with a BBQ dip

Mozzarella sticks

Lightly salted tortilla chips with dip

Fresh fruit skewers

£12.95 per person

Option 2

Selection of freshly prepared sandwiches and wraps

Chicken tikka skewers with mint raita

Tempura prawns

Garlic breaded mushrooms

Spinach & feta Goujons

Sea salted chips

Fresh fruit skewers

Chefs cake of the day

£14.95 per person



VALUE ADDED SERVICES

Not just a meeting room hire

Unwind and take advantage of our stunning view of the English Channel in our waterfront lounge or enjoy a coffee from our Starbucks.

If the delegates are staying, they can make full use of our Waterfront Spa and relax in our jacuzzi, steam room and gym. We're also not short of incredible dining facilities here at Dover Marina Hotel with Two Marco Pierre White outlets – Wheelers Fish and Chips serving seaside fish and chips and Mr White's English Chophouse serving British cuisine with a French twist. Or enjoy our Waterfront bar offering a Range of cocktails and tasty options.

Team building activities

Take a break from the board room with help from our experienced personal trainers who can create a plan filled with activities to suit all our guests needs.

For our more adventurous guests why not have a try at water sports. We can organise power boat handling, open boat handling or if you would prefer something a little larger, maybe your group would like to spend a day on the English Channel with a sail up to St Margaret's Bay for lunch.

For those with a historic interest we can organise tours of Dover Castle, Canterbury Cathedral or perhaps a day in France.

Terms & Conditions

At the time of booking an event a non-refundable deposit of 10% must be paid unless it is a Wedding or Wedding Reception in which case a minimum non-refundable deposit of £750.00 or 20% of the total booking value whichever is the greater. Please be advised that the balance for this event is due 14 days prior to it taking place, unless you have arranged credit facilities in advance with the hotel. Credit is not available however for Wedding Parties. A Credit Application form is available on request if you are not recognised as a credit customer. Credit is not automatic, and confirmation must be sought after completion of the Credit Application Form. Where credit is extended to a customer all payments are to be made to the hotel within a maximum period of 28 days of the date of the invoice. Equipment can be provided from within the hotel at a cost, however, should a customer wish to bring outside equipment into the hotel at the discretion of the management, evidence must be provided to ensure that it has been tested and is safe to use. The Dover Marina Hotel & Spa will accept no liability for outside equipment brought into the hotel, and would insist that compliance with the rules as set out in the Health and Safety at Work Act is complied with. For any third party contractors visiting the hotel (such as Bands and Entertainers) under your instruction you must ensure current and adequate Public Liability Insurance must be in place. Copies of electrical testing certificates and insurance policies must be made available to the hotel management on request. It is the customer's responsibility to ensure that any outside supplier fully complies with all regulations. The hotel reserves the right to charge any third party or guest in full for any damages caused to the hotel or its property during any event. Guests are advised that children are the responsibility of their parents at all times.

Please be advised that for all meetings and reservations the hotel does have a cancellation policy. Guest numbers can of course be changed, however if the number goes down significantly, the cancellation charges may be applied at the discretion of the hotel management. The hotel also reserves the right if guest numbers are significantly reduced to re-allocate the designated function room, to one or more relevant to the size of the event.

Date of Cancellation

24 to 12 weeks prior to the function

12 to 6 weeks prior to the function

6 to 4 weeks prior to the function

3 to 2 weeks prior to the function

Less than 2 weeks prior to the function

Cancellation charge payable by Customer

10% of total booking value

20% of total booking value

50% of total booking value

70% of total booking value

100% of total booking value

It may be in your interest to consider arranging insurance coverage for your event, this can be done for a small premium and can cover the cost of cancellation and other liabilities. Please remember that your insurance contract will be made directly between the insurance company involved and yourselves