

Commemoration of Life

Collect memories not things...

We are here to help x

Let us take some of the worry away from this difficult time with our Funeral and Wakes packages...

Coming to terms with the loss of a loved one is something we all experience at some stage in our lives. As well as coping with the grief there is the additional burden of arranging refreshments for family and friends at short notice.

Our hotel can accommodate you whether it is an intimate gathering or larger and the room hire is Free. The Blue Keys Hotel is a peaceful calm setting to hold your bespoke gathering with our assistance.

Our packages include the following:

- ♡ Events Co Ordinator to plan your gathering for you
- ♡ Free room hire of wither of our 2 function areas
- ♡ A buffet or Afternoon Tea
- ♡ Tea & Coffee for all guests
- ♡ Complimentary parking

Let us help create the perfect send off for your loved one.

We also have special accommodation rates which are subject to availability if your guests require overnight accommodation.

Speak to one of our Functions/Events Manager for more information...

hello@bluekeyshotel.co.uk

02380 224517

* Terms & Conditions apply.

Allergens information: We welcome enquiries from any customers who wish to know whether any meals contain particular ingredients
Contact the hotel for more information.

Afternoon Tea

£6.50

Chefs selection of open
and closed sandwiches,
Scones Jam & Clotted cream,
Tea & Coffee

Canapés

Canapés are served for 1 hour 30 mins after party
commencement time

4 items per person with 4 canapé choices - £7.50pp

5 items per person with 5 canapé choices - £8.50pp

Cold Selections -

Mini Bruschetta
Stilton and Honey Bites
Tandoori Chicken Papadums
Tomato and Mozzarella Bites

Hot Selections -

Mini Quiche
Salt & pepper squid with garlic mayonnaise
Chicken Meatballs with satay sauce
Mini Cottage Pies
Pigs in Blankets

Cocktail

£9.95pp

Standing Cocktails Min 40 Adults

* Celebration cake plated and served with cream and berry
coulis £2.50

Cold Selections -

Ribbon Sandwiches
Bruschetta
Crudités and assorted dips
Smoked Salmon and Cream Cheese bites

Hot Selections -

Mini Pies
Mini Sausage Rolls
Mini Hot Dogs
Fries
Honey Chicken Bites

“Drinks ONLY” gatherings can also be held subject to
availability but please pre-booked so that we can insure that
your needs are fully met.

Beverage Options...

Welcome Drinks

from £2.50 per person

Including options of Prosecco, Cranberry and fresh berries,
Champagne with strawberries,
Draught Beer, House wine, Soft drink, Juice or water.

Beverage Package 1 - Guests Bar

From the moment your guests arrive till the night is over your guests
will purchase their own drinks at the bar.

Beverage Package 2 - Bar Tab

We encourage you to choose your own options for your bar tab.
You can include basic beer and wine or you may want to include spirits or
a special bottle of wine or sparkling for the night.

Beverage Package 3 - Table Selection

You select a specific number of bottles of wine and beers for placing on tables.

Terms & Conditions

- 1 Confirmation of Booking/Deposit Tentative bookings will be held for a maximum of 5 working days only. A NON Refundable deposit of £150.00 and signed Event Contract/Credit Account Applications are required to confirm your booking. If the deposit is outstanding past the due date, the tentative booking may be cancelled.
2. Payment Schedule: Initial NON Refundable Deposit of £150.00 with final balance paid 7 days prior.
3. Final Numbers: Must be notified seven (7) days prior to the function. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contract amount.
4. Venue Hire is complimentary with menu selection and Exclusive venue hire is as per price of application and availability.
5. Final Details are required at least fourteen (14) days prior to your event with final number due seven (7) days prior.
6. Cancellation Policy: We would be disappointed if you were to cancel your event with us, however we realise that circumstances occasionally make this necessary.
If the event is cancelled the following conditions will apply:
NOTICE OF MORE THAN 60 DAYS. Your deposit will be refunded provided that the booked space is subsequently re-booked
NOTICE OF 60-30 DAYS. 50% of your deposit will be refunded, provided that the booked space is subsequently re-booked
NOTICE OF 30 DAYS OR LESS. Due to the costs incurred, at this stage, unfortunately no refund can be made. A further cancellation fee equal to 20% of the total value of the event, will be made at the direction of the general manager of The Blue Keys Hotel and will be payable immediately at the request of the general manager. The Blue keys Hotel is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.
NOTICE OF 5 DAYS OR LESS. In the event of cancellation made within 5 working days of the event, full room hire will be charged along with 50% of food and beverage items
NOTICE OF 48 HOURS OR LESS. In the event of a cancellation made as late as 48 hours (i.e. 2 working days prior to the function date, the organiser will be charged the total quoted price of the function.
- 7 Special Dietary Requirements: The Blue Keys Hotel will endeavour to reduce all risks associated with the special dietary requirements specified by the client
- 8 Change of date: We understand that you may need to change the date of your function we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over or the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as cancellation (see cancellation terms and conditions)
- 9 Change of Circumstance: Whilst every reasonable effort will be made to ensure that your function will proceed on the date you have nominated, we reserve the right to cancel your function due to change in circumstances/unforeseen Act of God which may be within or outside our control. As soon as we become aware of any such change in circumstances, we will notify you that your function is cancelled and we will refund your deposit in full. Your damages in respect to any cancellation are limited to the amount of the deposit and you have no further claim against us for any further damages or loss that you may suffer as a consequence of the cancellation.
- 10 Function Timing: It is the client's responsibility to ensure that the function begins at the specified time. If the function begins after the specified time, it will still be subject to the finishing time specified on the Event Order unless Management agrees otherwise.
- 11 Prices (Prices are inclusive of VAT) Prices are applicable for functions held from 1st January 2019 – 31st December 2019 and are inclusive of VAT.
- 12 Exclusive Bookings: For Exclusive bookings, one nights accommodation per room is required 30 days before the event. If the one night accommodation is not received, and the rooming list is not received, The Blue Keys Hotel reserves the right to release the rooms that are held. Cancellation notice for Exclusive Weddings is 30days without exception.
- 17 Conduct of Event: The patron agrees to begin its event at the scheduled time and agrees to have its guests, invitees, and other persons vacate the designated event space at the closing hour indicated. If the motel has reason to believe that the event or any part of it will affect the smooth running of the motel business, its security or reputation, the management reserves the right, to cancel the event or any part of it at its discretion and without notice or liability.

The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the hotels licences granted pursuant to the Licensing Act 2003. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The Hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

18 Noise Restrictions: As The Blue Keys Hotel is adjacent to residential houses, noise restrictions are applicable as specified on our liquor licence. Amplified music/noise is NOT permitted in any outdoor area. The recommended band size is a maximum of 3 pieces. All entertainment in every form must be discussed with the event co-ordinator and approved by the General Manager prior to your function. Management reserves the right to refuse approval of entertainment in any form prior to the event if it does not conform to the guidelines required by The Blue Keys Hotel. Due to licensing laws all entertainment & drink service must conclude by 1.00am (Friday and Sunday).

20 Premise Licence/Alcohol Service: The Blue Keys Hotel operates under the terms and conditions of an on premise Licence. In accordance with the Liquor Act, responsible service of alcohol is practised. Alcohol will not be served to guests under the age of 18 years or intoxicated guests. Management reserves the right to request proof of age identification from any function guest. Any guests deemed to be intoxicated or disorderly will be requested to leave the premises, refusal to vacate the premises on request will result in Law enforcement being called and hefty fines may be applicable (As per the Liquor Licensing Laws). Last Drinks will be called at 11.00pm (or at the discretion of Bar staff & Management) and Drinks service ceases by 11:20pm. Events must conclude by 11:30PM and guests vacate by Midnight. The Blue Keys Hotel is not a B.Y.O. venue, NO OUTSIDE ALCOHOL is to be consumed in the venue, car park or vacant allotment. Patrons caught doing this will be asked to vacate the premises as per Liquor Licensing Laws and this can result in the Function/event being shut down and all patrons being asked to vacate the venue. It is the responsibility of the client to ensure that all guests are aware of these conditions by way of advance notice before the function or announcing it on the Day/Night of the function.

21 Personal Effects: The Blue Keys Hotel prides itself on caring for guests and their belongings. However, we cannot accept responsibility for damage or loss of items left at The Blue Keys Hotel before, during and after an event.

22 Indemnity and Liability The customer indemnifies The Blue Keys Hotel from all losses, claims, actions, demands, proceedings, damages, costs, charges and expenses (including consequential damages and losses) in respect of or in relation to the death of or injury to, illness of any person or loss of, or damage to property to the extent that such loss or damage is caused by the negligent or wilful act or omission of the Customer or its employees or agents in relation to the performance of this agreement.

24 Breakages / Damages: Clients are financially liable for any damage sustained to the venue by the action of their guests or outside contractors. All breakages, damages and The Blue Keys Hotel property removed from the premises will be charged to the client in full. Any damages including carpet stains will be charged to the client in full.

27 Function guests staying in house. (NO PARTY POLICY) The Blue Keys Hotel has a 'NO PARTY POLICY' in rooms. Any in house guests caught hosting gatherings or parties in their rooms will be asked to leave immediately and will be charged for the accommodation and any damages caused.

28 Confirming your Event booking Event bookings are only confirmed once the 'Event Booking Form' and the 'Terms and Conditions' have been filled out in FULL and returned to the Events Manager and the terms and conditions of the booking have been met. I Acknowledge and accept the above policies and would like to confirm my booking