



Meetings & Events Brochure

The Empress Hotel, Central Promenade,
Douglas, Isle of Man. IM2 4RA.

Tel: 01624 661155 www.theempresshotel.net
Email: Conference@theempresshotel.net



THE ISLE OF MAN

The Isle of Man offers an enormous variety of scenery, events and places to explore for visitors travelling to the Island to attend Conferences, Dinners and Private Events.

Some of the many highlights are shown on the map below and we hope that guests will have time to enjoy a few extra days on the Island with us and take full advantage of everything the Island has to offer.



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Welcome to The Empress Hotel

Thank you for your recent enquiry with The Empress Hotel for our Events and Meetings details.

The Empress Hotel has an enviable reputation for it's warm hospitality, professional service & attention to detail, along with a great location on the Central Promenade overlooking Douglas Bay.

We offer a choice of two Banqueting Suites, with **The Prince Albert Suite** accommodating up to 180 people in air conditioned comfort, and the smaller **Connaught Suite** which has seating for 48, has natural daylight and is fully air conditioned. **The Piano Bar** at the main entrance to the Hotel is also ideally suited to welcome your guests for drinks and is a great place in which to relax throughout your time with us.

Whether you are planning a small intimate gathering, christening or school prom, a large formal event or just an evening reception, The Empress Hotel is the perfect venue with some great menu options and packages available to suit all budgets. We run our own Tribute Nights and theme events throughout the year and we are happy to help you plan your own similar event, so please email our Conference & Banqueting department on **conference@theempresshotel.net** or call us on **01624 661155** should you wish us to show you round the facilities we have to offer, and to discuss your individual requirements.

Please also see our terms & conditions on page 14 for details of our deposit and payment schedules along with some important booking conditions.

We look forward to hosting your event, so please feel free to contact the Hotel if we can help in any way.

Yours sincerely,

Events Team, The Empress Hotel



A Very Warm Welcome...

From the Staff and Management at The Empress Hotel

We hope that many of your friends will decide to stay with us on your event day, and so we offer guests attending functions at the Hotel, reduced rates (these may vary throughout the year), but are always lower than our standard rates to the general public on the same dates.



Please call reservations on 01624 661155 to enquire for your specific dates and please mention that you are attending a function at the Hotel to receive the lowest rates available.

To help with your planning, we have provided a summary below of facilities at The Empress Hotel to help you and your guests plan their stay more easily.



- 104 bedrooms including family rooms, many sea facing rooms, one Suite and The Penthouse.
- All bedrooms are en-suite and offer tea and coffee making facilities, freeview televisions and free wifi.
- Seaview rooms, Suites and the Penthouse also offer Sky & BT Sport plus all Sky Entertainment channels, and offer a more modern contemporary look and feel.

- All room rates include breakfast which is available from 6.45am to 10am Mon - Sat and 7.15am to 10am Sun & most Bank Holidays.
- The Brasserie Restaurant is open Monday to Sunday evenings 6-9.30pm & Sunday lunchtime.
- The Piano Bar is open daily from mid morning to late, and offers bar meals until 9.30pm, a large screen TV with all major sporting events from Sky and BT Sport as well as our resident pianist at weekends during the winter and up to four nights a week during the summer.
- Local shopping in the Strand Street Shopping area is around 10 minutes walk away from the hotel.
- The ferry terminal is within 10 minutes walk of the Hotel.
- Ronaldsway Airport is about a 20 minutes taxi ride from the Hotel.
- The Empress unfortunately does not have any parking on site, but the Promenade offers free parking in front of, and close to the building, although spaces can be limited at busy times.
- 24 hour reception.



We hope you decide to stay with us, and very much look forward to welcoming you to The Empress.

BANQUETING MENU SELECTION

CARVERY MENU

Minimum of 50 Persons

Sweet Potato and Butternut Squash Soup
with roll & butter (Vegan)
Freshwater Prawn and Apple Salad
with Marie Rose Sauce
Continental Meat Selection
with Crisp Rocket Leaves and Balsamic Glaze

Roasted Sirloin of Manx Beef with Yorkshire Pudding
served with horseradish sauce
Roast Honey Glazed Gammon
with Trimmings
Mediterranean Vegetable Loaf
with Roast Pepper and Tomato Sauce (Vegan)

Selection of Fresh Seasonal Vegetables & Roast Potatoes

Selection of Delicious Desserts
with Fresh Cream

Freshly Brewed Coffee or Tea
with Chocolate Mints

Any other special allergy or dietary requirements
should be pre-ordered in advance.

Please note the menu may be subject to an annual update to dishes

2023 from £29.95

Our price is a guideline based on event numbers, and deals for charity or special events may be available at certain times of the year. Please ask for details.

BANQUETING MENU SELECTION

MENU CHOICES

Should you choose to have a meal served at the table rather than the carvery, then we can also offer a choice of up to three dishes for each course to be offered to your guests. We would require a pre-order in advance, so please ask for more details.

STARTERS

Your Choice of Soup from the following
(All Vegan)

Wild Mushroom and Tarragon

Leek and Potato

Tomato and Basil

Manx Broth

Carrot and Lentil

French Onion

Vegetable

Caesar Salad
with Bacon Lardons

Tomato and Mozzarella Bruschetta

Breaded Mushrooms
with Garlic Mayonnaise

Chefs Pate
accompanied with Apple and Cherry
Chutney and Melba Toast

King Prawn and Smoked Salmon Salad
with Marie Rose Sauce

Symphony of Melon
with a Strawberry and Mint Compote
(Vegan)

Cold Water Prawn and Apple Salad
with Marie Rose Sauce

Continental Meat Selection with
Crisp Rocket Salad and Balsamic Glaze

MAINS

Roast Loin of Pork
with an Apple Cider Jus

Pan Fried Chicken Supreme with
a Mild Peppercorn Sauce

Roast Sirloin of Beef with
Yorkshire Pudding & Rich Gravy

Roast Turkey
with Trimmings and Gravy

Supreme of Salmon
with Spinach Cream

Baked Gammon
with Parsley Sauce

Roast Leg of Lamb

Wild Mushroom Roulade
with Smoked Cheese Sauce (V)

Mediterranean Vegetable Loaf
with Roast Pepper and Tomato
Sauce (Vegan)

Butternut Squash
and Spinach Risotto with
Parmesan Shavings (V)

Please note the menu may be subject
to an annual update to dishes

DESSERTS

Zesty Lime Cheesecake

Chocolate Extravaganza
with Fresh Cream

Pear and Almond
Frangipan

Sharp Lemon Tart
with Vanilla Cream

Eton Mess

Mango and Passionfruit
Cheesecake

Black Forest Gateaux

Baked White
Chocolate Tart

**Any other special
allergy or dietary
requirements should
be pre-ordered in
advance please**

2023 from £29.95

Our price is a guideline based on event numbers, and deals for charity or special events may be available at certain times of the year. Please ask for details.

BANQUETING MENU SELECTION

BUFFET MENUS

Finger Buffet

Selection of Freshly Made Quarter Cut Sandwiches
on Brown & White Bread

Spicy Chicken Wings or Chicken Satay

Samosas or Spring Rolls (V)

Pizza Slices (V)

Southern Fried Chicken Goujons or Fish Goujons

Scotch Eggs

Potato Wedges (Spicy or Plain) with Dips

Cornish Pasties

Tomato and Mozzarella Brushetta (V)

Sausage Rolls or Cocktail Sausages

Assorted Quiche

Mini Tortilla Wraps

Jalapeno Peppers (V)

Melon and Parma Ham

Chicken and Pepper Skewers

Halloumi and Courgette Fritters (V)

Breaded Brie Wedges

Chips

Mini Desserts or Fruit Kebabs

Vegan Sausage Rolls

Chicken-less Chicken Nuggets (Vegan)

Fish-less Fish Fingers (Vegan)

Choose 7 items for:

2023 £17.00 | 2024 £17.50

Additional Items are £2.50 each

Hot Fork Buffet

Homemade Lasagne with Garlic Bread

Chicken Breast Pieces cooked in a Creamy
Peppercorn Sauce with Onion and Mushroom

Manx Lamb Hotpot with Red Cabbage

Beef Stroganoff

Chilli Con Carne

Vegetable Lasagne (V)

Vegetable Curry with Poppadoms (V)

Chinese Chicken Stir-Fry with Egg Noodles

Please choose 2 Items from the selections above

All of the above come with:

Boiled Rice, Chips and Garlic Bread,
Green Leaf & Tomato Salad and Coleslaw

**Any other special allergy or dietary requirements
should be pre-ordered in advance**

Please note the menu's may be subject to an
annual update to dishes

2023 £24.95 | 2024 £25.95

Our prices are a guideline and room hire may be
applicable on top of these rates at certain times of
the year. Minimum numbers may also apply.

Please ask for details.

BANQUETING MENU SELECTION

ADDITIONAL MENU'S

CANAPES

Pate & Onion Jam on a Toasted Crouton

Cherry Tomato & Shrimp

Smoked Salmon & Cream Cheese

Smoked Cheese & Pickle (V)

Mixed Bean & Tomato (V)

Red and Black Lump Fish Caviar
with a Lemon Cream Cheese

Tomato & Mozzarella (V)

Roast Pepper & Green Olive (V)

Egg and Red Onion

Manx Kipper and Lime

Avocado and Red Chilli (V)

Chorizo and Red Pepper

Pastrami and Mandarin

Gluten Free & Vegan Versions also Available

CHEF'S SELECTION:

2023 £7.50 | 2024 £7.95

Additional Items are £2.00 each

SPARKLING AFTERNOON TEA

Smoked Salmon Pin Wheels

Plus A Mixed Selection of Finger Sandwiches
on White and Brown Bread:

Roast Ham, English Mustard

Prawn Marie Rose

Egg Mayonnaise

Smoked Salmon & Cream Cheese

Chicken Mayonnaise

Cheddar Cheese and Pickle

Warm Homemade Scones with Clotted Cream
and Strawberry Jam & a Selection of Cakes
and Treats

Warm Chocolate Fondue
with a Fresh Fruit and Marshmallow Dip

Including A Glass of Prosecco

All of the above come with:
A Selection of Teas or Freshly Brewed Coffee

Any other special allergy or dietary
requirements should be pre-ordered in advance

Please note the menu's may be subject to
an annual update to dishes

2023 £24.95 | 2024 £25.95

Our prices are a guideline and room hire may be
applicable on top of these rates at certain times
of the year. Minimum numbers may also apply.

Please ask for details.

Notes

Organisers Reminders

Event Date

Ticket Budget

Start & End Time

Table Layout

Entertainment

Food Choices

Food Allergies

Arrival Drinks

Table Wines

Speeches

Dress Code

Room Decorations

Raffle & Prizes

Colour Scheme



Conferences at The Empress Hotel

Our Events team are available on 01624 661155 or conference@theempresshotel.net for enquiries and pricing options every day from 8am and will try to arrange a package to suit your requirements and budget if we have the availability. We are very flexible and hope we can be of help.

With three meeting rooms to choose from, plus many breakout areas, we can offer comfortable meeting space to suit all your needs. Our Prince Albert Suite can hold up to 200 delegates and the Connaught Room is an alternative space for 60 delegates, both fully air conditioned. Each room is accessed via the main hotel reception on the first floor and offers ample space in the Piano Bar for breakout areas and refreshment service. Lunch can be served in this area or in either of our two restaurants depending on the menu chosen and preferred timing and layout.

The Hotel offers comprehensive delegate packages, which have been created to provide a complete organisers solution for your event, or alternatively the conference and meeting facilities are available on a room hire basis. These facilities are complemented by excellent accommodation and food and beverage service.

Your conference co-coordinator will look after your event from your initial enquiry right through to meeting you on the day to reconfirm your requirements and will also be delighted to quote for any additional equipment or services you may require.

For every event, a detailed schedule indicating timings, the layout of the room, delegate numbers and costings, including your billing requirements, will be provided.

Your meeting room together with any pre-ordered additional equipment will be checked and ready prior to your scheduled conference start time.

We are used to unusual requests; please do feel free to ask – even if you are working to a tight budget!

For further information on this package or any other enquiries, please contact our meetings & events team on conference@theempresshotel.net or **01624 661155** and we will come back to you as soon as possible.



Day Delegates Packages

Rates start from **£30.00** per delegate for large events over 40 delegates and from **£39.00** per delegate for smaller numbers (minimum of 8 delegates) and can include:

- Breakfast baps on arrival (extra cost)
- Unlimited tea and coffee throughout the day
- Mid-morning pastries
- A choice of lunch options:- finger buffet lunch, restaurant hot and cold buffet lunch or working lunch in the meeting room.
- Afternoon treat, such as homemade scones or smoothies
- Still & sparkling mineral water & fruit basket
- FREE High Speed WiFi Internet access
- Hire of main meeting room
- LCD projector, flipchart & screen
- Organisers stationery kit
- Delegate pencils & pads



24 Hour Delegate Packages

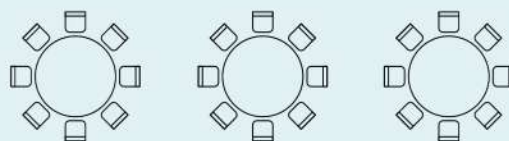
Rates start from £99 per delegate in the Winter and £129 during the Summer and include:

- Day Delegate plus:-
- A choice of dinner menu in our Brasserie Restaurant (or Private Dining Room at a small supplement)
- Overnight accommodation in an en-suite bedroom

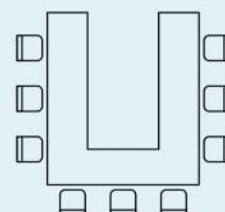
TABLE LAYOUTS & CAPACITIES

THE PRINCE ALBERT SUITE

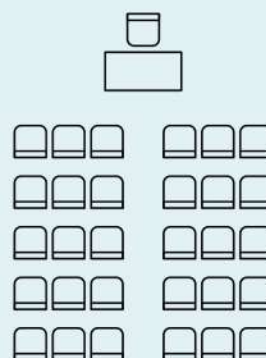
Dinner Dance Style 180



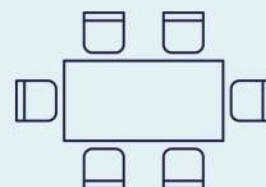
'U' Shape 35



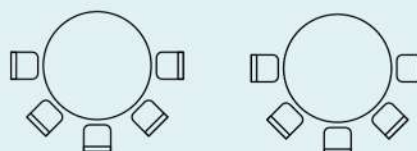
Theatre Style 200



Boardroom Layout 50



Cabaret Layout 100



Classroom Layout 100

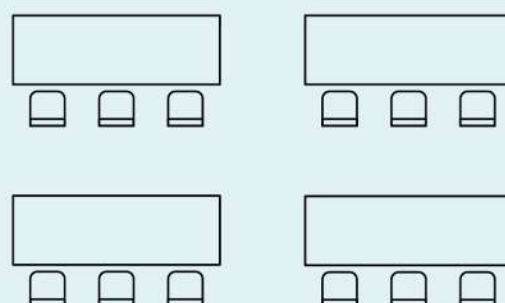
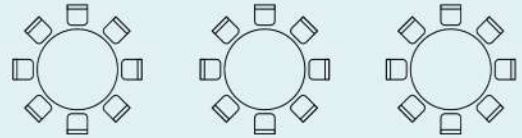


TABLE LAYOUTS & CAPACITIES

THE CONNAUGHT SUITE

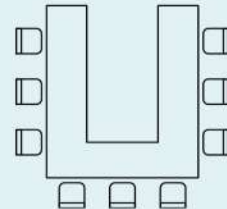
Dinner Layout

48



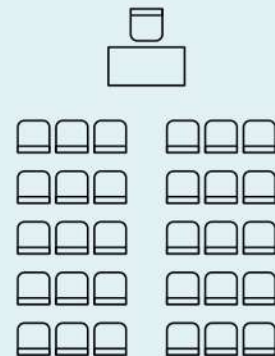
'U' Shape

25



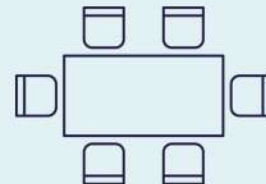
Theatre Style

60



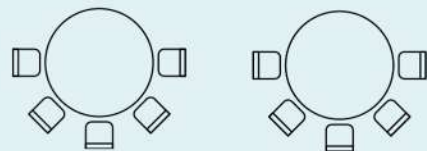
Boardroom Layout

30



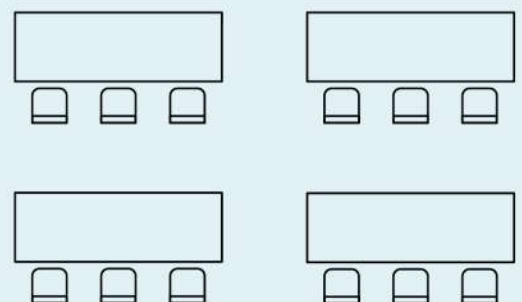
Cabaret Layout

32



Classroom Layout

30





Terms & Conditions

The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to holding the function.

1a. All deposits and subsequent payments are non-refundable and non-transferable. A £600 deposit is due within 14 days after provisionally holding a date for a private event, a subsequent £1,000 is due six months prior to your event. An amount equal to 75% of the balance is due three months prior to your event. Final numbers and remaining balance are due 14 days prior to event. These payments are negotiable depending on the type of function being booked.

1b. Conference bookings may need to complete a credit application to allow invoicing back to the Company otherwise payment must be guaranteed by credit card or payment made in advance of the event.

2. All rates and charges must be agreed prior to paying deposit and signing terms and conditions on the function schedule. Rates are non negotiable after this point.

3. All rates quoted include the current rate of VAT; rates are subject to change accordingly.

4. Any additional charges on the day must be settled prior to checking out of the Hotel, unless otherwise agreed with the Hotel Manager in advance.

5. In the event of cancellation of any confirmed booking or non arrival by the customer, the latter shall pay to the Hotel a cancellation or non arrival fee. However, the Hotel shall do its utmost to re-let the space, but if having used their best endeavours, the Hotel is unable to do so, the following cancellation charges will apply:

Event :

a. Prior to 12 months - loss of deposits only

b. 6-12 months - 50% of the expected total revenue

c. 3-6 months - 75% of the expected total revenue

d. 1-2 months - 90% of the expected total revenue

e. 1 month or less - 100% of the expected total revenue

Please note that once a booking is confirmed, changes of date are not permitted and would be subject to the cancellation policy.

Hotel bedrooms:

a. Unsold allocation bedrooms will be released six weeks prior to event without notice.

b. Reservation lists must be provided no later than six weeks prior to the event.

c. All bookings must be guaranteed with a credit card.

d. Discounted room rate only applies to the first ten bedrooms unless otherwise agreed.

e. Individual bedrooms can be cancelled up until 12 noon the day prior to arrival.

f. Check in time is 15.00 hours or later. Guests arriving prior to 15.00 hours may leave luggage in reception if their room is not ready. Check out time is 11.00 hours on the morning of departure.

6. All cancellations must be made in writing otherwise 100% charge will be made for the total business lost.

7. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will

be made to accommodate the booking in another similar hotel of equal standard.

8. If the numbers of persons attending is reduced by 10% or more from the original number guaranteed, the Hotel reserves the right to change the booking to a different suite, or function room (as best fits the numbers involved).

9. The Hotel cannot accept responsibility for the property of customers or guests left in the Hotel. We refer to the Hotel Proprietors Act 1956, of which a copy is available for inspection at the reception desk.

10. The customer shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer & shall pay to the Hotel on demand the amount required to make good or remedy such damage. The affixing of signs, displays or wall decoration is prohibited.

11. The customer shall be responsible for the orderly and safe conduct of the function/ stay and shall have regard to any regulations imposed by any competent authority, and shall ensure that nothing shall be done which will constitute a breach of the law or anyway cause a nuisance or possible forfeiture of the Licenses for the sale of wine, beer, spirits or for music and dancing or other permissions attaching to the Hired Premises. In particular the customer shall ensure that there is no illegal betting or gaming. The customer shall fully indemnify the Company against any claims or loss or damage arising as a result of a breach of this clause.

12. The customer shall not store or place in the Hotel or the other buildings on the site or in the grounds any inflammable, combustible or objectionable substances or liquids.

14. The Hotel cannot allow food or drink other than that purchased on the premises to be consumed within the Hotel by the customer or guests.

15. The Empress Hotel reserves the right to refuse the use of its name in any form of advertising or publicity.

16. A fee of £1 per chair will be charged for moving chairs from the Connaught Suite to The Prince Albert Suite or vice versa.

17. Allergy information on each dish is available on request.

18. Public liability is required for all external services along with Health & Safety procedures + any other documentation required by the Law.

19. The Hotel shall not be responsible for the music played by a DJ and it is suggested that customers discuss their preferred style of music directly with the DJ prior to the day.

20. The Hotel accepts no liability for non attendance of third party suppliers, their equipment or quality of services provided.

21. Cakes should be delivered on the day of the function, no food storage is available.

22. All items belonging to the event party must be collected within 48 hours or will be subject to a storage charge of £50 per day.

23. The Hotel accepts no liability for any goods left on the premises before, during or after the event.

These Terms and Conditions are non-negotiable at all times and stand as a legal binding document.

Recent Food Images





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