

events by Marriott



breakfast



breaks



lunch



dinner



healthy



technology

info

crafted for you

Waltham Abbey Marriott Hotel

Old Shire Lane, Waltham Abbey, Essex, EN9 3LX

walthamabbeymarriott.co.uk

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01992 717170 | walthamabbeymarriotthotel.co.uk

events by Marriott

breakfast

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

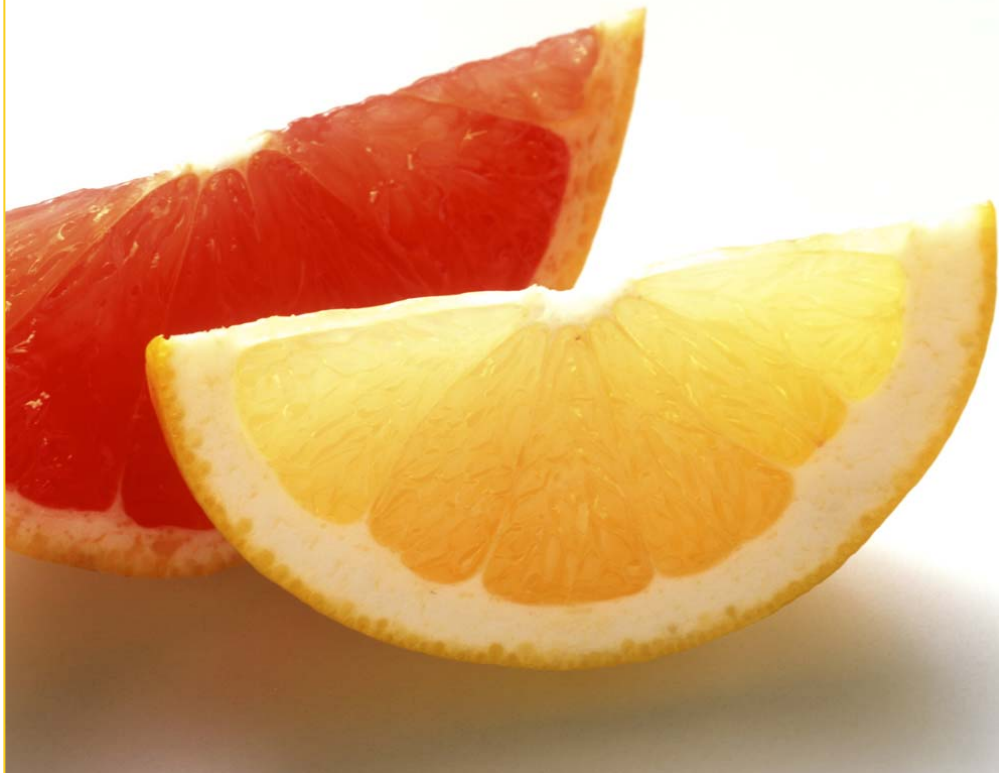
[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)



SEASON

[pastries](#)

[juices](#)

[yoghurts](#)

[cold cuts](#)

[pastries](#)

[full English](#)

[continental](#)

[Breads/croissants](#)

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events by Marriott

[BREAKFAST](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)



Pastries and Juices

Pastries and Breads |

Freshly Baked Croissants

Freshly Baked Danish Pastries

Freshly Baked Whole meal Breads

Freshly Baked Seeded Breads

Freshly Baked White Breads

Chilled Juices |

Fresh Orange Juice

Chilled Apple Juice

Chilled Grapefruit Juice

Chilled Pineapple Juice

Chilled Cranberry Juice

Ice Cold Water

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[BREAKFAST](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)



Full English breakfast

From Our Buffet | £14.95 pp

Pork Sausages

Back Bacon

Fried Hash Potatoes

Heinz Baked Beans

Fresh Button Mushrooms

Scrambled Eggs

Cumberland Sausages

Streaky Bacon

Grilled Tomatoes

Grilled Black Pudding

Fried Eggs

Poached Eggs

Freshly Prepared For You

Your Choice of Egg Omelettes

Your Choice of Fresh Fried Eggs or Poached Eggs

Egg Frittata

Available Monday-Friday

[BREAKFAST](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)

continental breakfast

Cereals |

Kellogg's Cornflakes

Kellogg's Frosties

Kellogg's Coco Pops

Kellogg's Crunchy Nut Cornflakes

Kellogg's Bran Flakes

Kellogg's Fruit n Fibre

Cereals |

Kellogg's Special 'K'

Kellogg's Rice Krispies

Kellogg's Muesli

Selection of Nuts

Selection of Currants and Dried Fruits

Milk and Spreads | \$

Chilled Whole Milk

Chilled Semi Skimmed Milk

Chilled Skimmed Milk

Flora Margarine

Country Life Butter

Preserves and Spreads | \$

Bonne Maman Honey

Bonne Maman Blackcurrant Jam

Bonne Maman Apricot Jam

Bonne Maman Strawberry Jam

Bonne Maman Orange Marmalade

Marmite Pot



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[BREAKFAST](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)

House Specials | From £6.45

Traditional Egg Benedict, Poached Eggs, Ham and Hollandaise Sauce on toasted English Muffin

Waltham Abbey Grill, 8oz Minute Steak, Bacon, Sausage, Tomato and Mushrooms

Waltham Bagel, Scrambled Eggs and Streaky Bacon Served on a Lightly Toasted Bagel

Native New Yorker Bagel, Smoked Salmon and Cream Cheese on a Toasted Bagel with Tomato and Onion

Doubled Up, Poached Eggs and Streaky Bacon served on Toast

Continental Platter, Selection of Sliced Cold Meats, European Cheeses, Bread and Olives

Selection of Baps Listed Above with your choice of any two fillings listed



breakfast

Signatures | From £8.00

Grilled Kippers with Lemon and Parsley

Smoked Salmon and Scrambled Eggs on Wholemeal Toast

Platter of Seasonal Fruits with Vanilla Yoghurt

Egg White Frittata with Mushrooms, Spinach and Tomato

breakfast

Breakfast Baps | All £6.45

Bacon Bap

Sausage Bap

Egg Bap

Bacon and Egg Bap

Sausage and Egg Bap



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events by Marriott

[BREAKFAST](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)



breakfast

Danishes | £4.25 per serving

Vanilla Crown

Raspberry Jam Crown

Cinnamon Swirl

Apple Lattice

Pecan and Maple Lattice

Breads and Croissants

Freshly Baked Croissants

Freshly Baked Brown Rolls

Freshly Baked White Rolls

Freshly Baked Seeded Rolls

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events by Marriott

breaks

[breakfast](#)

[BREAKS](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)



DELIGHT

[Fruits](#)

[Colours](#)

[Countries & Themes](#)

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events by Marriott

breakfast

BREAKS

lunch

reception

dinner

packages

healthy

technology

info

> am - morning

> pm - afternoon

Lemon & Lime

Tea, Coffee & Snack | £4.25pp

Lemon & Lime

Individual Key Lime Pie

Homemade Lemonade

Lime & Raspberry Jellies

Lemon, Lime & Ginger iced Tea

Smoked Salmon & Lime Bites

Coconut

Tea, Coffee & Snack | £4.25pp

Pina Colatta

Coconut Macaroons

Coconut & Rosewater Ices

Coconut Cookies

Coconut & Cardamom Brulee



Banana

Tea, Coffee & Snack | £4.25pp

Banana & Peanut butter Smoothie

Mini Banoffee Pies

Banana Brulee

Banana & Pork Skewers (Curry Dip)

Jamaican Bananas - Baked with rum

Strawberries & Cream

Tea, Coffee & Snack | £4.25pp

Strawberry & Vanilla Shot

Strawberry Tuxedo

Balsamic Strawberry Cup

Strawberry & Chantilly Cream

Shortbread

Strawberry & Marshmallow Skewers



Examples

Minimum 10 delegates per serving

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events by Marriott

breakfast

BREAKS

lunch

reception

dinner

packages

healthy

technology

info

> am - morning

> pm - afternoon

Purple

Tea, Coffee & Snack | £4.25pp

Berry, Grapefruit, Apple &
Ginger Shot

Blueberry Muffins

½ Passion Fruit

Berry & Yoghurt cups

Aubergine & Cheese Kebabs

Brown

Tea, Coffee & Snack | £4.25pp

Chocolate Milkshake

Chocolate Muffins

Individual Chocolate Mousse

Beef & Mushroom Skewers

Iced Coffee & Cream Shot



Green

Tea, Coffee & Snack | £4.25pp

Grape, Lettuce & Ginger Shot

Celery Crudités & Mint Yoghurt

Whole Green Apples

Individual Caesar Salads

Olives & Bread

Orange

Tea, Coffee & Snack | £4.25pp

Orange Juice

Orange Wedges

Carrot Crudités & Dip

Blood Orange, Carrot & Sweet
Potato Smoothie

Orange & Basil Cocktail



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events by Marriott

breakfast

BREAKS

lunch

reception

dinner

packages

healthy

technology

info

> am - morning

> pm - afternoon

English

Tea, Coffee & Snack | £4.25pp

Iced Lemon Tea

Earl Grey & Honey Smoothie

Cucumber Sandwich fingers

Scones, Clotted cream & Jam

Egg Custard tarts



Italian

Tea, Coffee & Snack | £4.25pp

Chocolate & Coffee Shot

Individual Tiramisu

Tomato & Olive Gallette

Cheese Straws

Apple & Basil Pin Wheels

Healthy

Tea, Coffee & Snack | £4.25pp

Selection of Juices

Selection of Yoghurts

Whole Fruits

Fruit Skewers & Slices

Nutrigrain Bars

Winter Warmer

Tea, Coffee & Snack | £4.25pp

Mulled Wine Shot

Hot Chocolate

Hot Fruit Pies & Parcels

Mini hot meat pies

Mini Jacket Potatoes with fillings

Examples

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events by Marriott

lunch

[breakfast](#)

[breaks](#)

LUNCH

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)



ESSENCE

Fresh soup

salads

fish

meat

pasta

desserts

beverages

sandwiches

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events by Marriott

[breakfast](#)[breaks](#)[LUNCH](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> box](#)

Soups

Examples of Home Made Soups Served
and Changed Daily

Cream of Tomato Soup

Cream of Vegetable Soup

Cream of Broccoli Soup

Cream of Cauliflower Soup

Cream of Mushroom Soup

Spiced Vegetable Broth

Leek and Potato Soup

Broccoli and Stilton Soup

Mexican Bean Soup

Carrot and Coriander Soup

Potato and Watercress Soup

Curried Butternut Squash Soup

Broccoli and Almond Soup

Cream of Tomato and Basil Soup

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events by Marriott

[breakfast](#)[breaks](#)[LUNCH](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> box](#)

Salads

Example of Salads Prepared and Selection of 8 Served Each Day

Classic Coleslaw

Potato Salad

Beetroot and Onion Salad

Marinated Mushrooms

Spiced Chicken and Lettuce Salad

Smoked Fish Salad

Tomato and Basil Salad

Cucumber and Black Olive Salad

Mixed Continental Leaves

Sweet and Sour Vegetables

Cous Cous Salad

Classic Waldorf Salad

Five Bean Salad

Pasta and Vegetable Salad

Rice, Sultana and Nut Salad

Carrot and Nut Salad

Create Your Own Caesar Salad

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events by Marriott

[breakfast](#)[breaks](#)[LUNCH](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> box](#)

Monday Lunch

Example

Penne Beef Gratin, Glazed with Cheese

Pave of Salmon with Lemon Butter

Chicken with a Onion Café Sauce

Baked Sweet Potato, Infused with Herbs and Honey (v)



Tuesday Lunch

Example

Home Made Shepard's Pie

Chill Baked Tuna Steak

Sweet and Sour Pork with Peppers, Pineapple and Onion

Baked Field Mushrooms, Glazed with Brie (v)

Wednesday Lunch

Example

Confit of Duck Leg, Chilli Orange Sauce

Turkey Ala King, Laced with Peppers and Cream

Fillet of Trout with Almonds

Stir Fry Vegetables with Chargrilled Aubergine and Tomato (v)



Thursday Lunch

Example

Beef Bourguignon, Laced with Red Wine

Fillet of Cod with Pesto

Gammon Steak with Fresh Pineapple Salsa

Mushroom and Herb Pasta Gratin (v)

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events by Marriott

[breakfast](#)[breaks](#)[LUNCH](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> box](#)

Vegetables

Example

Broccoli

Cauliflower

Carrots

French Beans

Mange Tout/Sugar Snaps

Baby Corn

Potato Dishes

Example

Dauphinoise Potatoes

Creamed Potatoes

Spiced Potato Wedges

Bolognese Potatoes

Baked Potatoes

New Potatoes

Roasted Potatoes

Sides

Example

Penne Pasta

Spaghetti

Egg Noodles

Cous Cous

Braised Rice

Risotto Rice

Steamed Rice

Saffron Rice



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events by Marriott

[breakfast](#)[breaks](#)[LUNCH](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> box](#)

Desserts

Examples of desserts

Chocolate Fudge Cake

Strawberry Gateau

Black Forest Gateau

Lemon Meringue Pie

Profiteroles and Chocolate Sauce

Blackcurrant Cheesecake

Lemon Tart

Apple Tart

Mixed Fruit Slices

Strawberry Cheesecake

Tiramisu

Lemon Gateau

Individual Tortes

Individual Cheesecakes

Fresh Fruit Salad

Whole Apple

Whole Oranges

Whole Banana's



Chef's Choice selection

Conference Restaurant Buffet : £16.00pp

Working Lunch : £18.50pp

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events by Marriott

reception

[breakfast](#)

[breaks](#)

[lunch](#)

[RECEPTION](#)

[dinner](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)



ESSENCE

canapés

Evening buffet

Fork Buffet

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events by Marriott

breakfast

breaks

lunch

RECEPTION

dinner

beverage

healthy

technology

info

>hors d'oeuvre > station > themed > beverage



Canapés

Choice of 4 canapés | £6.00pp

Choice of 6 canapés | £8.50pp

Additional items | £2.95pp

Smoked Salmon & Mousse with Lemon Crème Franche

Tomato & Olive Galette

Mini Black Olive and Tomato Quiche

Tuna & Cucumber Croute

Cheese & Spring Onion Pinwheel

Spiced Duck & Soy Caramel Croute

Parma Ham & Basil Pizza

Duck & Orange Pate

Parma Ham & Melon Bouchette

Cherry Tomato & Mozzarella Croute

Pastrami & Horseradish Crème Fraiche

Smokes Trout served with Dill & Lemon

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events by Marriott

breakfast

breaks

lunch

RECEPTION

dinner

beverage

healthy

technology

info

[>hors d'oeuvre](#) [> station](#) [> themed](#) [> beverage](#)



Event Buffet Menu

Select 6 of the items below | £15.50pp

Additional items | £2.50pp

Cheddar and bacon Vol-Au-Vents

Prawn Vol-Au-Vents

Assorted Selection of Sandwiches

Vegetable & Spinach Pakora

Tomato & Basil Quiche

Cajun Drumsticks

Spicy Chicken Wings

Chicken sate and Peanut Sauce

Onion Bhaji

Savoury Eggs

Vegetable Samosas

Vegetable Spring rolls

Crisps & Nuts

Breadsticks & Dips

Mini Pizzas

Dim Sum

Pitta Bread and Dips

Roast Vegetable Quiche

Plaice Goujons

Salmon Goujons

Potato Wedges and Sour Cream

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

breakfast

breaks

lunch

RECEPTION

dinner

beverage

healthy

technology

info

[>hors d'oeuvre](#) [> station](#) [> themed](#) [> beverage](#)



Fork Buffet

Menu 1 | £23.95pp

Mirror of Assorted Continental Cold Meats

Selection of Quiches

Pot Roasted Chicken with Thyme and Puy Lentils

Sun Dried Tomato and Basil Pasta with Toasted Pine Nuts

Selection of Salads

Boiled New Potatoes, sprinkled with Butter and Chopped Herbs

Herb Infused Rice

Individual Duo of Chocolate Mousse and Mint Anglaise

Coffee or Tea @ £2.95 per person

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[RECEPTION](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[>hors d'oeuvre](#) [> station](#) [> themed](#) [> beverage](#)

Fork Buffet

Menu 2 | £26.95pp

Mirror of Smoked Fish and Prawns

Beef Bourguignon with Baby Onions

Vegetable Lasagne, glazed with Gruyere Cheese

Saffron Rice

Selection of Salads

Tomato and Red Onion

Coleslaw

Pasta and Pepper

Cucumber and Mint Yoghurt

Baby Roasted New Potatoes

Raspberry Pavlova, Spiced Orange Cream Sauce

Coffee or Tea @ £2.95 pp



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events by Marriott

breakfast

breaks

lunch

RECEPTION

dinner

beverage

healthy

technology

info

>hors d'oeuvre > station > themed > beverage



Fork Buffet

Menu 3 | £29.95pp

Dressed Salmon Fillets on a Mirror with Lemon and Dill Mayonnaise

Selection of Pates and Terrines with Chutneys

Strips of Beef Fillet with Mushrooms, Gherkins, Paprika and Brandy

Soy and Ginger Marinated Vegetable Kebabs

Lettuce Leaf Selection

Baby Roasted New Potatoes

Steamed Rice

Tomato, Cucumber and Black Olive Salad

Coleslaw

Chocolate and Mint Mousse, Spiced Orange Compote

Coffee or Tea @ £2.95 pp

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events by Marriott

dinner

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[DINNER](#)

[packages](#)

[healthy](#)

[technology](#)

[info](#)



FLAVOR

- [starters](#)
- [main](#)
- [fish](#)
- [vegetarian](#)
- [dessert](#)

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[DINNER](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> a la carte](#)

starters

Chilled Dovetail of Seasonal Melon presented with a Spiced Plum Compote and drizzled with Home Made Orange Syrup (V) £5.95pp

Chilled Van Dyke of Galia Melon Centred with Mint Infused Strawberries (V) £6.50pp

Slices of Smoked Halibut & Smoked Salmon, Drizzled with Saffron & Dill Oil £6.95pp

Classic Caesar Salad with Cajun Spiced Chicken, Golden Croutons, Bacon and Parmesan Shavings £6.50pp

Home Made Salmon, Prawn & Crab Terrine, Presented with Dressed Leaves and Finished with Lime, Mustard & Chervil Dressing £5.95pp

Home Made Chicken & Sun Blushed Tomato Terrine Presented with Rocket Leaves and Basil Vinaigrette £5.95pp

Confit Duck, Bacon & Spring Onion Salad Finished with a Hoi Sin Dressing £5.95pp

Classic Style Prawn and Lettuce Salad, Finished with a Tangy Tomato Mayonnaise £5.75pp

Chilli & Coriander Baked Chicken with Pine Nuts & Char Grilled Pineapple £6.25pp

Beef Tomato, Mozzarella & Roasted Pepper Stack with Basil & Balsamic Dressing (V) £5.95pp

Wild Mushroom, Asparagus & Sun Blushed Tomato Salad with Parmesan Shavings & Ciabatta Croutons (V) £5.95pp

Home Cured Beetroot Gravavlax of Salmon Presented with a Celeriac Remoulade and Finished with a Sweet Dill Dressing £6.95pp

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events by Marriott

breakfast

breaks

lunch

reception

DINNER

packages

healthy

technology

info

> plated > buffet > a la carte



fish main course

Pave of Scottish Salmon with Cherry Tomatoes and Fresh Asparagus,
Scented with Saffron £15.50pp

Baked Fillet of Plaice with Fines Herb Crust and a Sweet Tomato Coulis
£16.95pp

Roasted Fillet of Haddock Dressed with a Lime and Mustard Beurre
Blanc £15.95pp

Fillet of Rainbow Trout, Finished with Toasted Almonds and Dill Butter
£15.95pp

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[DINNER](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> a la carte](#)

main course

Fillet of Beef Napped with a Wild Mushroom & Thyme Sauce **	£26.95pp
Medallions of Beef, Finished with a Leek and Roasted Shallot Sauce	£25.50pp
Roasted Leg of Lamb Flavoured with Rosemary, Finished with a Port and Redcurrant Reduction	£19.95pp
Oven Roasted Rack of Lamb with a Roasted Shallot and Red Wine Sauce	£23.95pp
Braised Lamb Shank Accompanied with a Field Mushroom, Onion and Puy lentil Sauce **	£19.95pp
Roast Loin of Pork, Home Made Apple and Cinnamon Puree, Calvados and Chive Sauce	£18.50pp
Supreme of Chicken, Stuffed with a Mushroom Farce Accompanied with a Leek and Bacon Sauce	£18.75pp
Breast of Chicken Napped with a Baby Spinach and Basil Cream	£18.75pp
Breast of Chicken Sun Dried Tomato and Chervil Cream	£18.75pp
Escalope of Pork, Sweet Potato Mash Served with Mustard Sauce	£18.50pp
Half Roast Duck, Baked with Citrus Fruits, Drizzled with a Caramelised Orange and Pistachio Sauce **	£19.95pp
Roast Breast of Turkey, Accompanied with Herb Stuffing and Chipolata, Roast Pan Gravy	£18.50pp
Roast Breast and Leg of Guinea Fowl, Presented with a Fresh Thyme, Madeira and Chestnut Café Sauce	£18.50pp

**Based on maximum numbers 50 pax

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[DINNER](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> a la carte](#)

vegetarian main course

Wild Mushroom and Asparagus Risotto, Bound with Cream, Served with Sweet Beetroot Syrup £16.95pp

Oven Baked Vegetable Strudel Drizzled with Italian Style Pesto £16.95pp

Flat Field Mushroom Filled with Goats Cheese and Spring Onion Snippets, Finished with a Herb Crust £16.95pp

Avocado & Parmesan Beignets with Tomato Coulis £16.95pp

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[DINNER](#)[packages](#)[healthy](#)[technology](#)[info](#)[> plated](#) [> buffet](#) [> a la carte](#)

desserts

Quad of Profiteroles Served with Warm Chocolate Sauce	£5.95pp
Tangy Lemon Tart Accompanied with Clotted Cream and Sharp Berry Syrup	£5.95pp
Individual Baileys Infused Cheesecake with Home Made Tia Maria Crème Anglaise	£5.95pp
Duo of Chocolate Mousse Enhanced with a Mint Crème Anglaise	£5.95pp
Fresh Fruit Salad Enhanced with Mint Syrup	£5.95pp
Selection of Cheese and Biscuits Accompanied with Celery, Grapes and Home Style Chutney	£6.50pp
Sharp Passion Fruit Torte with Mango & Cinnamon Yoghurt	£5.95pp
Warm Apple Tart with Vanilla Ice Cream	£5.95pp
Traditional Rhubarb Crumble Smothered with Hot Custard ***	£5.95pp
Raspberry Pavlova, Filled with Sweetened Cream and Raspberries, Presented with a Citrus Crème Anglaise	£5.95pp

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

packages

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[PACKAGES](#)

[healthy](#)

[technology](#)

[info](#)



ENJOY

- [martinis](#)
- [champagne](#)
- [cordials](#)
- [margarita](#)
- [red wine](#)
- [white wine](#)
- [tonics](#)
- [beer](#)
- [non-alcoholic](#)

red wines

Light and Fruity

Kells Edge Cabernet-Grenache-Petit Verdot – Australia	£ 17.95
La Campagne Merlot, VdP d’Oc – France 2005	£ 18.50
Kleine Zalze Pinotage – South Africa 2004/5	£ 22.95

Medium Bodied and Distinctive

Couvent des Jacobins Pinot Noir, Louis Jadot – Burgundy – France 2003/4	£ 29.95
Montepulciano d’Abruzzo, Valle Reale – Italy 2004	£ 24.95
Houghton Private Bin Shiraz, Western Australia 2004/5	£ 29.95
Chianti Superiore, “Il Leo” Ruffino, Italy 2005	£ 25.95
Melbourne Lounge Cabernet-Merlot, South Eastern Australia	£ 24.95
Errazuriz Merlot – Chile 2005/6	£ 24.95

Full Flavoured, Spicy and Rustic

Penfolds Bin 2, Shiraz-Mourvedre – Australia 2004/5.	£ 28.50
Bonterra Organic Shiraz-Carignan – California 2004/5	£ 44.50
Crozes Hermitage, Comte de Raybois, A Ogier et Flis, France	£ 38.50

Full Flavoured, Mellow and Smooth

Gevrey Chambertin – Burgundy – France 2004	£ 44.50
Robert Mondavi Twin Oaks Cabernet Sauvignon – California 2003/4	£ 25.95
Chateau du Seuill, Graves – Bordeaux – France 2003	£ 36.00





white wines

Light, Fresh and Crisp

Fortius Viura-Chardonnay, Faustino Navarra – Spain 2005/6	£ 19.95
Kells Edge Colombard-Verdelho-Chardonnay – Australia	£ 17.95
Pinot Grigio, Marchesini – Italy 2005	£ 21.95
La Campagne Sauvignon Blanc – VdP d’Oc – France 2005	£ 18.50

Full Flavoured and Dry

Chabis Premier Cru Vogros, Domaine Gilbert Picq et Flis -France	£ 52.00
Melbourne Lounge Chardonnay – Pinot Grigio – Australia	£ 24.95
Macon Villages, Domaine de la Grande Magnien, Louis Jadot – France 2004/5	£ 26.50
Pouilly Fume, Domaine-Pabiot – France 2005/6	£ 39.95

Aromatic, Fruity and Unoaked

Sancerre, La Fuzelle, Adrien Marechal - France 2004/5	£ 29.95
Vidal State Sauvignon Blanc, Marlborough, New Zealand	£ 31.00
La Campagne Viognier, VdP d’Oc – France 2004/5	£ 18.50
Hardys Riesling-Gewurztraminer, The Riddle – Australia 2005	£ 18.95

Full Flavoured and Rich Oak Aged

Robert Mondavi Twin Oaks Chardonnay – California 2004	£ 25.95
Pouilly Fuisse, Les Petites Pierres, Louis Jadot – France 2003/5	£ 45.95
Thomas Hyland Chardonnay, Penfolds – South Australia 2003/4	£ 33.50
Kleine Zalze Barrel Fermented Chenin Blanc – South Africa 2005/6	£ 23.50

breakfast

breaks

lunch

reception

dinner

PACKAGES

healthy

technology

info



champagne

Dom Perignon Brut 1998	£ 160.00
Moet & Chandon Brut Imperial, NV	£ 62.50
Veuve Clicquot Yellow Label Brut, NV	£ 69.00
Piper-Heidsieck Brut, NV	£ 45.00
Piper-Heidsieck Brut, NV – Half Bottle	£ 32.00
Piper-Heidsieck Rose Sauvage, NV	£ 72.00

sparkling wines

Anna de Codorniu Chardonnay Reserva Brut, Cava – Spain NV	£ 28.75
Pigalle Brut – France NV	£ 21.00

rose wines

Pinot Grigio Blush Rose, Corte Vigna – Italy 2005	£ 21.95
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[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[HEALTHY](#)[technology](#)[info](#)

SMART

granola

yogurt

nuts

salad

fruit

salmon

vegetables

pita

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[HEALTHY](#)[technology](#)[info](#)

Fit For You breakfast

Fruits and Segments |

- Orange Segments
- Grapefruit Segments
- Fresh Fruit Salad
- Fresh Watermelon
- Fresh Honeydew Melon
- Fresh Pineapple



Yoghurts and Cold Cuts |

- Actimel Drinks
- Muller Yoghurts
- Natural Yoghurt
- Smoked Salmon
- Gammon Ham
- Continental Meats and Cheeses



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events by Marriott

technology

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[packages](#)

[healthy](#)

[TECHNOLOGY](#)

[info](#)



FLAWLESS

lights
camera
action

equipment

PA System Max 40 people @ £70.00

PA System Max 75 people @ £105,00

PA System Max 200 people @ £140.00

Microphone @ £40.00

Multi Disk CD Player @ £30.00

Screen @ £35.00

LCD Projector @ £195.00

Vision 42" Plasma Screen XGA @ £195.00

Awai VHS Video player/recorder @ £30.00

TV & Video @ £100.00

DVD Player @ £35.00



info

breakfast

breaks

lunch

reception

dinner

packages

healthy

technology

INFO



Any item you wish to communicate to the customer such as:

policy and procedures

special service charge or taxes

dates menus are effective

shipping information

Waltham Abbey Marriott Hotel

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

breakfast breaks lunch reception dinner packages healthy technology INFO

Information

Room Capacities

	Forest Suite 23 x 14.7 x 3.35	Spinney Suite 16 x 14.7 x 3.35	Coppice Suite 16 x 14.7 x 3.35	Spinney Room 7 x 14.7 x 3.35	Grove Room 9.0 x 14.7 x 3.35	Coppice Room 7 x 14.7 x 3.35	Oak Room 8.6 x 7.7 x 2.7	Beech Room 8 x 7 x 2.7	Cedar Room 9.2 x 4.8 x 2.5	Magnolia Room 6.1 x 4.9 x 2.44	Pine, Willow, Birch, Hawthorn 7 x 4 x 2.7
Theatre Style	280	200	200	90	135	90	50	30	30	20	15
Theatre B/P	220	150	150	-	90	-	-	-	-	-	-
**Cabaret Style	180	140	140	40	60	40	28	21	21	-	-
**Cabaret Style F/P	160	140	140	40	40	40	28	21	21	-	-
**Cabaret B/P	140	100	100	-	60	-	-	-	-	-	-
#Class Room	120	90	90	40	60	40	35	28	20	-	-
U Shape	100	75	75	35	50	35	25	20	18	12	8
Boardroom	100	80	80	40	55	40	30	25	20	14	12
++Private Dinner	230	170	170	60	80	60	40	30	30	12	10
++Dinner Dance	210	150	150	50	60	50	40	-	-	-	-
Buffet Reception	280	180	180	80	100	80	60	40	30	-	-
Exhibition Stands	50 x 6ft Stands	38 x 6ft Stands	38 x 6ft Stands	12 x 6ft Stands	18 x 6ft Stands	12 x 6ft Stands	10 x 6ft Stands	8 x 6ft Stands	8 x 6ft Stands	-	-

** Based on 7 people per table

++ Based on 10 people per table

3 per 6ft table

Information

Terms & Conditions

MARRIOTT HOTELS LIMITED (“Company”)

CITY CENTRE HOTELS

Terms and Conditions of Trading for Group Accommodation, Conferences, Functions & Events

These Conditions apply to all Contracts for the provision of goods and services for group accommodation, conferences, functions and other events to the exclusion of all other terms and conditions, including any which the Client may purport to apply or which may appear in any promotional literature.

Please read these Conditions carefully in order to avoid any misunderstandings regarding the terms on which reservations are accepted.

In these Conditions, terms used with an upper case initial letter have special defined meanings. Some of these are listed in **Clause 18**. Others are defined when they are first used.

1. Confirmations and Guest Numbers

1.1 All bookings are provisional until the relevant Contract (signed by the Client) is countersigned on behalf of the Hotel and dated. The Hotel will provide to the Client a copy of the Contract once countersigned on behalf of the Hotel.

1.2 The Contract shall specify the anticipated number of guests for the Event, the agreed minimum number of guests for the Event (the “Contract Minimum”) and the maximum number of guests permissible for the function room(s) reserved for the Event.

1.3 The Client must inform the Hotel of the number of guests it wishes to be catered for at the Event (the “Final Number”) at least 3 Working Days before the Event. This Final number will override the anticipated number specified but will not affect the Contract Minimum.

1.4 The Contract Minimum represents the minimum number of guests the Client guarantees will attend at the Event and the Company has calculated its charges on this basis. The amount payable by the Client will therefore be calculated according to the highest of (a) the Contract Minimum (b) the Final Number or (c) the number who actually attend the Event.

Waltham Abbey Marriott Hotel

Old Shire Lane, Waltham Abbey, Essex, EN9 3LX
01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[INFO](#)

Information

2. Payment

2.1 Payment

All accounts incurred will be invoiced. Payment is due for all credit accounts on presentation of invoice. Any queries should not delay immediate payment of the outstanding balance. Queries should be referred to the Hotel within 7 days of the receipt of invoice. No allowance or refund can be made for meals and other elements not taken within the agreed package rate. Payment must be made in Pounds Sterling (UK) payable to the Hotel.

2.2 Deposits

The Client must pay the deposit payment(s) specified in the Contract under Billing Instructions. Should the Client fail to pay any such deposit within 7 days of the due date, the Company may treat the Booking as having been cancelled by the Client and:

2.1.1 the Company may set-off any cancellation fees which become payable against the deposit;

2.1.2 if the deposit held by the Company is greater than the amount of any cancellation fees payable, then the balance shall be refundable to the Client.

2.3 Credit

Credit facilities within the Company may be obtained on application to the Hotel (subject to the agreement of the Hotel). Credit facilities must be finalized at least 2 weeks prior to the Event. All amounts incurred against an agreed credit facility will be invoiced immediately after the Event. The Client shall pay all invoices on presentation of the invoice.

2.4 Interest

When credit facilities are granted and when payment is not received within the stated terms, we reserve the right to charge an appropriate rate of interest (3% above base rate) or make a collection charge. All such agreed credit accounts must not exceed their credit limit at any time.

2.5 Extras

The Client shall pay the Hotel for any food and beverages or other goods and/or services not provided for in the Contract or otherwise in correspondence but made available upon request of the Client on the day of the Event.

2.6 Price Variations

In the event of circumstances beyond the Company's control (including, but not limited to, increases in the standard rate of VAT), the Company reserves the right to vary the prices specified in the Contract to an extent, which reflects such circumstances.

Waltham Abbey Marriott Hotel

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[INFO](#)

Information

3. Cancellation by Client

3.1 If the Client wishes to cancel a Booking or cancel the reservation of some or all bedrooms reserved either as a block booking **or** in conjunction with an Event, such cancellations must be advised to the Hotel in the first instance verbally, followed by written notice of cancellation. Cancellation shall be effective, final and binding on the Working Day on which the Hotel receives written notice of cancellation (the "Cancellation Date"). Any notice of cancellation received out of the hours of 9.00am and 5.00pm shall be deemed made on the next Working Day. Any postponement of any Event shall be considered as a cancellation under this Clause 3.

3.2 If the Client cancels a Booking, the Company will charge a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the Contract Minimum (and, if any separate charge is payable in respect of room hire, of such room hire charge), according to the number of clear days (that is not counting the Cancellation Date and the day of the Event) between the Cancellation Date and the date of the Event (the "Cancellation Notice"), as set out below. If the Event is cancelled less than 3 Working Days before the Event, the Hotel is entitled to charge according to the Final Number, if higher than the Contract Minimum.

Cancellation Notice (Events) Fee - Over 133 days 10%, 133-91 days 25%, 90 days -30 days 50%, 29 days-8 days 80%, 7 days or less 98%

3.3 Where any bedrooms are reserved either as a block booking **or** in conjunction with an Event, such bedrooms:

3.3.1 are block booked and reserved exclusively to the Client and accordingly will not be released unless notice of cancellation of such reservation in respect of the relevant bedrooms is given in accordance with Clause 3.1. The cancellation fees set out in Clause 3.4 will if applicable then apply.

3.2 will (unless cancelled as provided above) be charged at the room rate specified in the Contract (or, if no separate room rate is specified in the Contract, at the standard room rate) for all nights booked even if any guests do not stay for all nights so booked (including by reason of early departure).

3.4 For block bedroom bookings of 5 or more rooms on any one night, cancellation of some or all bedrooms reserved either as a block booking **or** in conjunction with an Event will incur a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the bedrooms cancelled (or, if no separate room rate is specified in the Contract, of the standard room rate) according to the Cancellation Notice, as set out below:

Cancellation Notice (Bedrooms) Fee - Over 90 days 10%, 90-61 days 25%, 60 days -30 days 40%, 29 - 10 days 60%, 9 - 3 days 80%, 2 days - night of 98%

3.5 The cancellation fees payable under this Clause 3 are a genuine pre-estimate of the loss the Company will incur arising out of a cancellation; the actual losses incurred by the Company may be greater or less than these cancellation fees; the cancellation fees are payable whether or not the Hotel is able to find alternative business in respect of the cancelled Event and/or bedrooms.

3.6 In addition to the cancellation fees due under Clauses 3.2 or 3.4, the Client must reimburse the Hotel (on an indemnity basis) for any

Expenditure incurred in respect of any cancelled Booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the Event.

3.7 The Company may invoice the Client for any cancellation fees payable at any time after the cancellation. The Client shall pay such invoice on presentation of invoice.

Waltham Abbey Marriott Hotel

Old Shire Lane, Waltham Abbey, Essex, EN9 3LX
01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[INFO](#)

Information

4. Cancellation by Company

4.1 The Hotel may cancel the Booking:

4.1.1 if the Booking might prejudice the reputation of the Hotel;

4.1.2 under Clause 2.1

4.1.3 if the Hotel becomes aware of any deterioration in the Client's financial situation such that the Company reasonably considers the Client may not be able to fulfill its material obligations under the Contract.

4.2 The Company may charge the cancellation fees provided in Clause 3 in the event of any cancellation under this Clause 4.

5. Changes by Company

The Hotel reserves the right without prior notice to change the Client's assigned function room for one of equal suitability if the Hotel has reasonable commercial or operational reasons for so doing (including, but not limited to, the carrying out of works on the relevant room or such room being otherwise unavailable).

6. Outside Services

The prior consent of the Hotel must be obtained for any entertainment or services contracted for the Event by the Client, all of which must comply with any statutory codes and regulations. It shall be the responsibility of the Client to ensure that, where applicable, Performing Rights Society forms and Phonographic Performance Limited forms are completed by any band or musicians employed by the Client.

7. Etiquette

7.1 The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, its guests, representatives or contractors (including, but not limited to, persons engaged by the Client to provide entertainment or other services). The Client must ensure compliance with the Hotel's direction as to noise or behaviour.

7.2 The Hotel reserves the right generally:

7.2.1 to exclude or eject any person from the Event or the Hotel if it reasonably considers such person to be objectionable; and

7.2.2 to terminate the Contract and stop the Event without liability to any refund or compensation, if necessary to prevent or terminate unacceptable noise or behaviour.

7.3 The Client shall indemnify the Company against all and any losses, costs, damages, liabilities, claims, demands and expenses suffered or incurred by the Company arising out of any exclusion, ejection, termination or stopping under Clause 7.2 or the circumstances giving rise thereto.

8. Health & Safety

The Client must fully comply (and ensure the full compliance of its sub-contractors, employees and guests) with the Hotel's Health & Safety policy, a copy of which is available on request from the Hotel.

Waltham Abbey Marriott Hotel

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[INFO](#)

Information

8. Health & Safety

The Client must fully comply (and ensure the full compliance of its sub-contractors, employees and guests) with the Hotel's Health & Safety policy, a copy of which is available on request from the Hotel.

9. Corkage

No wines, spirits, food or beverage may be brought into the Hotel or grounds by or on behalf of the Client or any guests for consumption on the Hotel premises unless the prior consent of the Hotel has been obtained, for which a charge will be made.

10. Licensing and Statutory Regulations

The Client shall maintain free access to fire exits at all times and shall obtain the prior approval of the Hotel before using any special effects equipment on the Hotel premises. The Client shall submit for approval by the Hotel all table layouts for the Event. The Client shall observe the permitted hours for selling intoxicating liquors in the Hotel premises, as advised by the Hotel.

11. Punctuality

The Event must start and finish at the times specified in the Contract. Changes to these times may not be possible unless previously agreed with the Hotel.

12. Guests' Clothing and Personal Property

The Company does not accept responsibility for the property of the Client or its guests. Cloakrooms are provided for the convenience of clients and guests but any goods deposited in the cloakrooms or left unattended on Hotel premises are deposited at the owner's risk and without any liability on the part of the Company.

13. Equipment Storage

The Hotel will assist the Client, where reasonably possible, with the storage of equipment etc, however, the Company does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like, left in storage.

14. Radio Communication Systems

Where usage of any radio communication system handset is provided to the Client, the Client shall comply with all licensing conditions in relation thereto.

15 Liability of the Company

15.1 Subject to Clause 15.4, the Company shall not be liable, whether in contract, tort (including negligence) or otherwise for any indirect, consequential or economic losses or loss of profits however arising.

15.2 In no event will the Company's liability for any loss or damage in contract or tort (including negligence) or howsoever otherwise arising, exceed the total amount paid by the Client for the Event.

15.3 The Company shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, floods, strikes, delays in transportation, failure of services or inability to obtain any necessary information or consent from any authority.

15.4 The Company does not exclude or restrict its liability in respect of death or personal injury resulting from its negligence.

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[packages](#)[healthy](#)[technology](#)[INFO](#)

Information

16. Damage

The Client shall be responsible to the Company for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein or to the Hotel generally by any act, default or neglect of the Client or any sub-contractor, employee or guest of the Client and shall pay to the Company on demand the amount required to make good or remedy any such damage.

17. General

17.1 Agents

Should the Client contract with the Hotel through an agent, the agent acts in that capacity for the Client, and not the Company. The Client accepts full responsibility for the payment of the Hotel's account.

17.2 Governing Law

The Contract shall be governed by and construed in all respects in accordance with the laws of England. The Contract does not affect any rights which the Client may have under the Hotel Proprietors Act 1956 where that Act applies.

17.3 Time is of the Essence

For all payment obligations under these Conditions, time shall be of the essence.

17.4 Assignment

The Contract shall not be assignable by the Client, but may be assigned by the Company

18 Definitions

18.1 "Booking" means a booking under a Contract

18.2 "Client" means the person, firm or company responsible for commissioning and payment of the Event.

18.3 "Contract" means the written agreement between the Hotel and the Client for a specific booking or series of bookings

18.4 "Event" means the event or function specified in the Contract

18.5 "Hotel" means the property (ies) for which this Contract has been agreed and/or as appropriate under the Marriott Hotels Limited, Registered Office: 7 Albemarle Street, London, W1S4HQ.

18.6 "Working Day" means Monday to Friday excluding bank holidays and other public holidays.

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

breakfast

breaks

lunch

reception

dinner

packages

healthy

technology

INFO

Information

162 Deluxe Bedrooms

To include 4 Junior Suites



Bordering the ancient woodlands of Epping Forest, the Waltham Abbey Marriott Hotel offers a special setting that keeps business travellers productive and leisure travellers relaxed. Ideally located near the M25, M11, M1 and the London Tube, this contemporary hotel is near London airports, and 30 minutes from central London, its world-class commercial centres, famed sights and only 20 miles from Wembley Stadium.

As a guest of the Waltham Abbey Marriott Hotel, you'll find stylish guest rooms that blend classic comfort with modern flair. Recreation is only as far as our leisure club, with a large indoor pool, fitness centre and sauna. For dining, the Seasons Restaurant offers imaginative menus and fine wines, served in a brasserie-style setting. And as a premier business hotel, your event will prosper in one of our 14 meeting rooms.



Information

14 Conference Rooms

To include

Natural Daylight

Air Conditioning

Blackout Curtains

Telephone Point

High Speed Internet Access

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01992 717170 | walthamabbeymarriott.co.uk

events by Marriott

breakfast breaks lunch reception dinner packages healthy technology INFO

Information

Location

WALTHAM ABBEY Marriott HOTEL

Old Shire Lane
Waltham Abbey
Essex EN9 3LX

Tel: 01992 717170

Fax: 01992 711841

Email: waltham.abbey@marriotthotels.co.uk

Public Transport



By Rail.
Liverpool Street Station (Central London) to Waltham Cross (journey time approximately 20 minutes). Taxis are available at the rank adjacent to the station. Approximately 10 minutes to Hotel.



By Underground.
London City Central line to Loughton (Journey time approximately 30 minutes). Taxis are available at the rank adjacent to the station. Approximately 10 minutes to the station.



Heathrow Airport.
From the Hotel head west along M25, at Junction 15 head along the M4 and follow signs for Heathrow Airport. (Journey time approximately 1 1/2 hours).
Stansted Airport.
From the Hotel head east along M25, at Junction 27 head north along M11 and follow signs for Stansted Airport. (Journey time approximately 30 minutes).

