

## Bewley's Hotel Ballsbridge Executive Meeting Rooms

Room	Style	People	Full Day	Half Day*	SMARTboard
The Ballsbridge Room **	Boardroom	12	€175.00	€100.00	No
The Sandymount Room **	Boardroom	12	€175.00	€100.00	No
The Donnybrook Room **	Boardroom	14	€175.00	€100.00	Yes
The Lansdowne Room	Boardroom	14	€100.00	€ 75.00	No
The Pembroke Room	Boardroom	14	€100.00	€ 75.00	No
The Merrion Room **	U-shape	20	€254.00	€254.00	Yes
The Ailesbury Room	Classroom	36	€254.00	€175.00	Yes

\*\* Wheelchair accessible rooms from the lounge.

\* Half Day denotes morning (9am – 1pm) or afternoon (2pm – 6pm) only

Please note that other rooms listed are accessible from the Reception Area

Each of our Meeting Rooms is charged on a daily basis including VAT and service charge.

The above Room Hire charges include the following:

- Screen and acetate OHP
- Flipchart
- Wireless Broadband Internet
- Air Conditioning
- Fresh Chilled Mineral Water from Dispenser
- SMARTboards are complimentary where available

Additional Equipment is available, please enquire for details.

Charges will only apply when the equipment has to be hired in externally

### **DAY DELEGATE RATE ~ €50 PER PERSON**

*Rate includes all of the following:*

- Room Hire
- Tea/Coffee/Biscuits on arrival, Mid Morning and Mid Afternoon
- Fresh Chilled Mineral Water
- Carvery Lunch
- Car Parking
- Wireless Broadband
- Air-conditioning
- SMARTboards are complimentary where available

Board Rooms

U shape/Classroom rooms

Minimum numbers 8 people

Minimum numbers 12 people

## Dining Options

### Early Arrival Snacks/Breaks:

Breakfast Buffet in The Brasserie Restaurant	€12.00pp
Bacon Rolls and Tea/Coffee	€6.25pp
Tea/Coffee and Biscuits	€2.95pp
Tea/Coffee and Danish Pastries OR Scones OR Croissants	€4.65pp
Tea/Coffee and Danish Pastries and Scones and Croissants	€7.95pp

### Working Lunch: Must be Pre-ordered

Sandwiches and Tea/Coffee	€9.75pp
Soup, Sandwiches and Tea/Coffee	€11.45pp

### Lunch in The Brasserie Restaurant:

Choice of Main Course followed by Tea/Coffee	€13.95pp
Itemised Pricing	
- Soup	€5.25 to €5.65pp
- Main Course	€11.95 to €13.95pp
- Dessert	€3.65 to €4.95pp
- Tea/Coffee	€2.50 to €2.95pp

### Dinner:

Sit Down Before 7pm:	
Two Course Dinner inclusive of Tea/Coffee	€22.25
Three Course Dinner inclusive of Tea/Coffee	€26.25

Sit Down After 7pm:	
Two Course Dinner inclusive of Tea/Coffee	€27.50
Three Course Dinner inclusive of Tea/Coffee	€31.50

A La Carte Menu is also available – please ask for further details

## Meeting Rooms ~ Terms and Conditions ~

All reservations and agreements entered into are subject to the rules and regulations of the hotel and the following conditions:

### Reservation Policy:

Your reservation is considered provisional until we have received fax confirming all details and requirements. Provisional reservations may be released 24 hours prior to arrival without further notice.

### Cancellation Policy:

Cancellations are accepted up to 72 hours prior to arrival, however, we will be obliged to charge the first days room hire if you fail to arrive and do not have a valid cancellation number. The cancellation charge does not apply if the room is resold.

### Equipment Hire:

All equipment must be hired 48 hours in advance and can only be done on receipt of written confirmation from your company.

### Car Parking:

Car parking is available at €1.50 per hour with a maximum charge of €10.00 per day.

### Refreshments:

Break times and final numbers will be confirmed by Conference & Banqueting the day before arrival. Breaks scheduled for arrival will be available at that time. Should you feel that you may run late Conference & Banqueting will need to be informed 30mins in advance or a charge will incur.

### Payment:

Unless a company account already exists, payment in full must be made on departure.

The room layout must not be altered and tables cannot be rearranged in any of the meeting rooms. All stands and display notices must be entirely self-supporting. Nails, screws, drawing pins, blue tack, adhesives, sellotape etc., must not be used on the floors, walls, doors or any surface area. Charges for damages may apply.

The hotel will not accept any responsibility for any goods lost, damaged or stolen while on the hotel premises.

It is illegal to smoke in these premises with the exception of the designated bedrooms.

Required – Certificate to state equipment / material adheres to Fire Regulations if supplying own. All fire exits must be kept clear from obstructions.