

## Bewleys Hotel Dublin Airport Executive Boardrooms



Each meeting rooms is charged on a daily basis including VAT and service charge.

The above rental costs also include the following:

- Flip Charts (one per room)
- Fresh Chilled Mineral Water from Dispenser
- Air Conditioned Rooms
- Luxurious Leather Seating
- Unlimited FREE High-speed Wireless Broadband Internet

Room	Style	No. of seats	Rental per day	Equipment in rooms	Smartboard
Meeting Room 1	U-shape	11	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 2	U-shape	13	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 3	U-shape	14	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 4	Boardroom	12	€150.00	Screen	No
Meeting Room 5	Boardroom	12	€150.00	Screen	No
Meeting Room 6	Boardroom	12	€150.00	Screen	No
Meeting Room 7	U-shape	14	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 8	U-shape	17	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 9	U-shape	14	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 10	U-shape	13	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 11	U-shape	12	€200.00	LCD/DVD/VCR/Speakers	Yes
Meeting Room 12	Boardroom	12	€150.00	Screen	No
Meeting Room 14	Boardroom	12	€150.00	Screen	No
Meeting Room 15	Boardroom	12	€150.00	Screen	No
Meeting Room 16	Boardroom	12	€150.00	Screen	No
Meeting Room 17	Boardroom	12	€150.00	Screen	No

**Smartboards:** Eight of our Meeting Rooms feature State-of-the-Art technology; this integrated system is built in, centrally controlled and includes:

- LCD Projector
- Video/DVD/CD-R/CD Player
- SMARTboard – Interactive Touchscreen Electronic Presentation system that saves, records, and plays any document, email, PowerPoint Presentation etc. replacing the necessity for flipcharts and whiteboards.
- Computer with Wi-Fi Internet access, USB ports and CD-ROM drive

#### Additional Equipment

T.V. & Video\* €31.00

Telephone Conferencing\* €78.65

LCD Projector\* €150.00

OHP\* €30.25

Slide projector\* €50.00

Screen\* €6.00

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

\* Subject to availability

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

**Car Parking:** Underground car parking is available at €1.00 per hour with a maximum charge of €8.00 per day.

**Refreshments:** Please note that all food items are served in a reserved seating area in the restaurant or lounge. Only tea, coffee and biscuits are permitted in the meeting

Morning Break:	Tea / Coffee	€2.00pp
	Tea / Coffee & Biscuits	€2.75pp
Lunch:	Sandwiches	€4.95pp
	Soup	€3.75pp
	Carvery Lunch Main Course	€11.95pp

## 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:

- 1. 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.
- 2. 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.
- 3. Equipment Hire:** All equipment must be hired 48 hours in advance and can only be done on receipt of written confirmation from your company.
- 4. Car Parking:** Underground car parking is available at €1.00 per hour with a maximum charge of €8.00 per day.
- 5. Refreshments:** Break times and final numbers must be confirmed prior to or on arrival.
- 6. Payment:** Unless a company account already exists, payment in full must be made on departure.
- 7.** 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.
- 8.** The hotel will not accept any responsibility for any goods lost, damaged or stolen while on the hotel premises.
- 9.** It is illegal to smoke in these premises with the exception of the designated bedrooms.
- 10.** Required – Certificate to state equipment / material adheres to Fire Regulations if supplying own.
- 11.** All fire exits must be kept clear from obstructions.