

Bewley's Hotel Leopardstown Executive Meeting Rooms



Executive Boardrooms

Room	Style	No. of seats	Room Hire per day	Equipment	Smartboard
Meeting Room 1	U-shape	18	€200.00	OHP & Whiteboard	Yes
Meeting Room 2	Boardroom	16	€150.00	Screen	No
Meeting Room 3	U-shape	15	€150.00	Screen	No
Meeting Room 4	U-shape	18	€150.00	Screen	No
Meeting Room 5	U-shape	16	€200.00	OHP & Whiteboard	Yes
Meeting Room 6	U-shape	21	€200.00	OHP & Whiteboard	Yes
Meeting Room 7	U-shape	24	€200.00	OHP & Whiteboard	Yes
Meeting Room 8	Boardroom	12	€150.00		No
Meeting Room 9	U-shape	16	€150.00	Screen	No
Meeting Room 10	U-shape	27	€200.00	OHP & Whiteboard	Yes
Meeting Room 11	U-shape	17	€150.00	Screen	No
Meeting Room 12	Boardroom	14	€150.00		No
Meeting Room 14	Boardroom	14	€150.00		No

Each of our Meeting Rooms is charged on a daily basis including VAT and service charge
The above rental costs includes the following:

- Flip Charts
- Fresh Chilled Mineral Water from Dispenser
- Air Conditioned Rooms
- Luxurious Leather Seating
- Wireless Broadband Internet
- SMARTboards are complimentary where available

SMART Boards:

Five of our Executive Meeting Rooms feature complimentary 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, plays and prints any document, email, Powerpoint Presentation etc. replacing the necessity for flipcharts and whiteboards.

Equipment Hire:

Additional Equipment is available, please enquire for details. Charges will only apply when the equipment has to be hired in externally. All equipment must be hired 48 hours in advance and can only be done in receipt of a written confirmation from your company.

- T.V hire with complimentary DVD or Video - €75
- Extra video or DVD hire - €20
- LCD projector - €150
- OHP - €25
- Slide Projector - €20
- Screen Hire - €6

**DAY DELEGAGTE RATES FOR BEWLEY'S HOTELS
€35 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

Minimum numbers of 12 people

U shape Rooms

Minimum numbers of 18 people

THE BRASSERIE

AT BEWLEY'S HOTEL

Dining Options

Hotel Facilities:

During your stay why not avail of our facilities. Enjoy a relaxing evening with a wonderful a la Carte Dinner in The Brasserie Restaurant, featuring the finest local produce, a mouthwatering dessert and your choice of our selected wine. Our Head Chef & his Team use local fresh produce to create mouth-watering dishes. To avoid disappointment we recommend that you pre-book the Brasserie Restaurant in advance whenever possible.

Early Arrival Snacks/Breaks:

Mini Breakfast (5 Hot items including Tea & Coffee)	€11.00pp
Tea/Coffee	€2.20
Tea/Coffee and Biscuits	€2.75
Tea/Coffee and Danish Pastries OR Scones OR Croissants	€4.50
Tea/Coffee and Danish Pastries and Scones and Croissants	€7.50
Jugs of Orange/Apple Juice	€10.00
Fruit Baskets	€3.00pp
Snack Bars	€1.25

Working Lunch: Must be Pre-ordered

Sandwiches and Tea/Coffee	€7.15
Soup, Sandwiches and Tea/Coffee	€9.00
Sandwiches, Crisps and Fresh Fruit	€8.00
Finger Food	€10.00pp
Choice of Main Course followed by Tea/Coffee	€13.95
- Soup	€4.15
- Main Course	€11.50
- Dessert	€4.25
- Tea/Coffee	€2.20

Dinner:

Sit Down Before 7pm:	
Two Course Dinner inclusive of Tea/Coffee	€22.00
Three Course Dinner inclusive of Tea/Coffee	€27.50
Sit Down After 7pm:	
A la Carte Menu available – Mains from	€17.00

Leopardstown 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 or email confirming all details and requirements. **Provisional reservations may be released 72 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:

On-site car Parking is available at €1.00 per hour with a maximum charge of €8.00 per day.

Refreshments:

Break times and final numbers must be confirmed prior to or on arrival. Lunch times and final numbers must also be confirmed prior to or on arrival. Lunch in the restaurant is self-service, a table can be prebooked if the delegates wish to sit together. Refunds cannot be made after the event so please check the bill prior to departure.

Payment:

Unless a company account has been applied for and authorised in advance, 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.

We look forward to welcoming you to Bewley's Hotel Leopardstown.