



Name

Company Name

Address

Invoices Address

Phone .....

Email .....

***Conference / Meeting Enquiry***

Event Date .....

Start Time .....

Break times .....

Finish Time .....

Number of people  
Attending .....



## Refreshment

Refreshments	Price	That you required for conference / meeting
Water	Included	
Mineral Water -250ml	€2.40 p btl	
Tea / coffee	€2.25 p.p.	
Tea / coffee & Biscuits	€2.75 p.p.	
Tea / coffee & Scones	€3.40 p.p.	
Tea / coffee & sandwiches	€5.50 p.p.	
Tea / coffee soup & sandwiches	€8.50 p.p.	
Full Irish Breakfast	€10.50 p.p.	
Continental Breakfast	€8.00 p.p.	
<b>Executive lunch</b>		
Main Course & Tea / coffee	€12.00 p.p.	
2 Course & Tea / coffee	€16.00 p.p.	
3 Course & Tea / coffee	€20.00 p.p.	
<b>Buffet Lunch</b>		
One hot dish	€10.00 p.p.	
One hot dish & 1 cold meat 3 salads	€15.00 p.p.	
Two hot dish & 3 cold meat 3 salads	€17.50 p.p.	
<b>Finger food</b>		
Sandwiches & cocktail sausages	€5.00 p.p.	
Sandwiches Sausages & Chicken	€7.00 p.p.	

Working lunch: Must be Pre- ordered

## **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 (room set-up, equipment required, and refreshment required)

### **Cancellation Policy**

Cancellations are accepted up to 72 hours prior to arrival

We will be obliged to charge the first days room hire if you fail to arrive and do not have a valid cancellation number.

### **Refreshments**

Break times and final numbers must be confirmed prior to a arrival

### **Payment**

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

All stand and display notices must be entirely self-supporting. Nails, screws, drawing pin, blue tack, adhesives, sellotape etc. must not be used on the floor, 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

All fire exits must be kept clear from obstruction