

# Adair Arms Hotel



## **CONFERENCE BROCHURE** Guide to Conference & Meetings

1-7 Ballymoney Road, Ballymena, BT43 5BS

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# The Adair Arms Hotel is the perfect location for your Conference/ Meeting?

- Located in Ballymena Town Centre
- Excellent Transport Infrastructure and Within Close Proximity to the Train and Bus Station
- Free Car Parking

**The following facilities and services are incorporated as standard**

- Spacious rooms flooded with natural light and black out facilities
- Conference pads and pens
- Chilled water, cordials and delegate mints
- Ample power points
- Secretarial support services

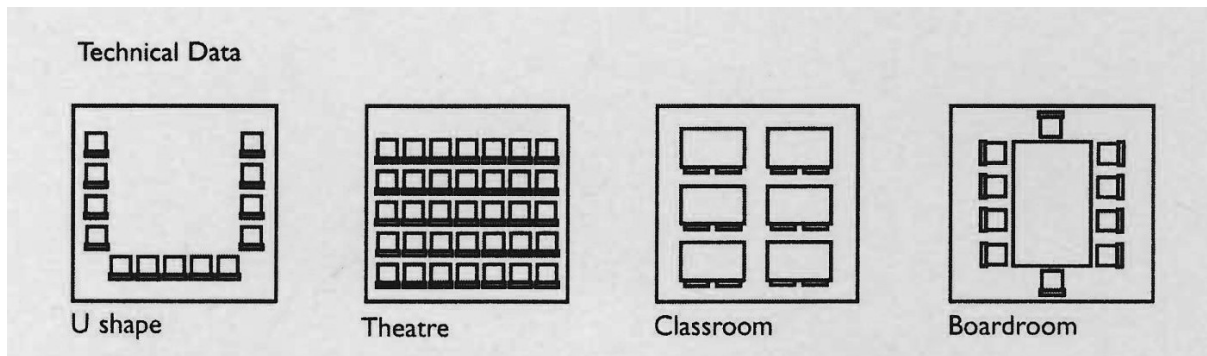
## **Conference Suites**

We have a variety of suites available to cater for your particular needs, should it be facilities for 10 or 250

Glenariff	Max: 250
Kells	Max: 80
Glendun	Max: 60
Slemish	Max: 25
Lanyon	Max: 15



## Choose the layout of your room



## Select a conference suite that best suits your event

Conference Room	Dimension (Metres)			Maximum Seating Capacity			
	Length	Breadth	Height	Classroom (Cabaret)	Theatre	Boardroom	U-Shaped
Glenariff	20m	12m	4m	100 (125)	250	-	-
Kells	9m	7m	2.5m	30	80	24	30
Glendun	8m	7.8m	2.7m	-	60	24	20
Slemish	6.3m	5.2m	2.4m	-	25	16	14
Lanyon	4.5m	4.5m	2.4m	-	15	12	10

## Decide on your audio visual presentation requirements



Multi media data projector  
 Television with DVD/VHS player  
 Complimentary WiFi access in reception and foyer area  
 Flip chart, paper and pens  
 Hi spec laptop  
 Screen





For your convenience, our daily delegate rates include the provision of Screen and Flip Chart, Paper and Pens.

Other specialist equipment will incur a supplementary charge – please contact our Conference Sales Department for current prices.





## **Delegate Rates**

**Day Delegate Rate** (15 delegates or more)

**OPTION A** £22.00pp

-  *Tea/Coffee and Scones on Arrival*
-  *Mid Morning Tea/Coffee and Shortbread*
-  *Finger Buffet Lunch including Tea/Coffee*
-  *Afternoon Tea/Coffee with Shortbread*

**OPTION B** £26.00pp

-  *Tea/Coffee and Scones on Arrival*
-  *Mid-Morning Tea/Coffee and Shortbread*
-  *2 Course Lunch or Select Hot and Cold Buffet Lunch (Main Course, Dessert)*
-  *Afternoon Tea/Coffee and Biscuits/Shortbread.*

## **24hr Residential Delegate Rate**

**£110.00pp – Single Occupancy**

**£85.00pp – Sharing Twin**

-  *Tea/Coffee and Scones on Arrival*
-  *Mid-Morning Tea/Coffee and Shortbread/Biscuits*
-  *2 Course Conference Lunch (Main Course, Dessert, Tea/Coffee)*
-  *Afternoon Tea/Coffee and Biscuits/Shortbread*
-  *4 Course Table D'hôte Dinner*
-  *Overnight Accommodation*
-  *Full Ulster Breakfast the Next Morning*



## Hot Buffet Options

Chicken a la King  
Beef Stroganoff  
Chilli Con Carne  
Beef or Chicken Curry  
Homemade Lasagne  
Braised Beef and Mushroom  
Chicken Pasta Carbonara  
Vegetable Stirfry  
Sweet and Sour Chicken or Pork  
Spinach Tortellini



*Your choice of 2 of the above dishes served with a Fluffy Boiled Rice, your choice of Potato, Garlic Bread and a selection of Salads from our Salad Bar.*

**Main Course & Tea/Coffee - £10.95**

**Main Course, Dessert & Tea/Coffee - £13.50**

## Finger Buffet Options - £9.25

Assorted Sandwiches	Garlic Bread
Cocktail Sausages	Vol au Vents
Chicken Goujons	Sausage Rolls
Quiche Lorraine	Mini Pizzas
Vegetable Samosas	Spring Rolls

**Choose any five options – Includes Tea or Coffee**

# *Individual Pricing*

## *Conference Room Rates*



GLENARIFF ROOM	<u>Conferences and Seminars</u>
	Day Only (8am – 5pm) £200.00
	Evening (6pm – 11pm) £150.00
GLENDUN ROOM	Day Only (8am – 5pm) £120.00
	Evening (6pm – 11pm) £80.00
KELLS ROOM	Day Only (9am – 5pm) £100.00
	Evening (6pm – 10pm) £90.00
SLEMISH ROOM	Day Only (9am – 5pm) £90.00
	Evening (6pm – 10pm) £80.00
LANYON ROOM	Day Only (9am – 5pm) £80.00
	Evening (6pm – 10pm) £70.00

All conference rooms are set up with paper/pens and screens.  
Iced water, cordials and mints are provided. In addition, a secretarial service is also available.

## **Refreshments**

Tea/Coffee and biscuits	£2.50
Tea/Coffee and Shortbread	£2.50
Tea/Coffee and scones	£3.50
Finger Buffet Lunch (5 items + Tea/Coffee)	£9.25
2 Course Conference Lunch (Main Course, Dessert + Tea/Coffee)	£13.50
Mineral Water	£3.95 per bottle



## **Equipment**

Flipchart, paper & pens	£10.00
OHP	£35.00
TV/Video/DVD	£35.00
*Multi Media Data Projector	£50.00
*Charge subject to availability	



## **Our Booking Terms and Conditions**

All bookings confirmed by telephone must be followed by written confirmation within 3 days by letter, fax or email.

All rates are inclusive of Value Added Tax at the current rate of 17.5%

The hotel must be notified of the final number of delegates attending no later than 48 hours prior to the event taking place. This will be the minimum charged for.

Should you need to cancel your event; the hotel will require notice in writing. Should this be received less than 1 week before the event is to take place, a cancellation charge of 50% of the total cost of the event will apply.