



**1-7 Ballymoney Road, Ballymena, BT43 5BS**

**Tel: (028) 25653674**



## Why is Adair Arms Hotel Ideal For Your Conferences & Meetings?

- Located in Ballymena Town Centre, the grandeur of our building and facilities are sure to impress
- Excellent transport infrastructure and within close proximity to the train and bus station
- Onsite, Secure Town Centre Free Car Parking for 35 cars, Carpark has external lighting and CCTV
- **Public Carpark available on Ballymoney Road for 177 cars, hourly rate, 236ft from the hotel**
- 5 Star Food Hygiene Rating
- Complimentary Unlimited Wi-Fi
- We have a Team who are dedicated to looking after all of your conferencing needs
- As a busy Conference organiser, we can provide you with the peace of mind knowing that once you arrive all your needs will be catered for from morning coffee throughout the entire day.
- A dedicated Conference Porter will look after your needs on the day of your event
- All requested equipment will be tested and working
- A quality, delicious lunch is guaranteed to be served on time.
- The room temperature will be comfortable for arrival
- Pick up and drop off point at Hotel Entrance and also to rear of Largest Suite for ease of access and set up
- 24 Hour Reception in the hotel providing ease of access for early set ups of rooms for conferencing

## About us

The Adair Arms Hotel was originally built in 1846 by Sir Robert Adair and was designed by Charles Lanyon, responsible for many well known buildings such as the prestigious Queen's University in Belfast. The Hotel was fully refurbished in 2012 and boasts guest areas that are filled with character and original features with all of the modern enhancements for our business guest needs. Located in Ballymena town centre for shopping and business access, a gateway to explore the beauty of the North Coast.

At the Adair Arms Hotel, our experienced Conferencing and Banqueting team look forward to welcoming you to the hotel. You can be assured that our experienced team will add to your event and ensure that every aspect is taken care of with attention to detail. Ideally situated in Ballymena town centre providing guests with convenient transport links and access.

The Adair Arms Hotel is part of McKeever Hotel Group, a family run hotel company.





## Facilities

- 7 Conference and Banqueting Rooms, flexible for your meeting requirements
- 41 Ensuite Bedrooms including Standard Rooms and 2 Suites.
- Adair Arms Hotel Restaurant Menu with choice of Light Bites, Daily Specials and our extensive Grill Menu
- Adair Arms Hotel Coffee Lounge and our extensive Lobby is an ideal meeting place for coffee or drinks
- 35 Free Car Parking Spaces for all guests
- Complimentary, High Speed, Unlimited Wifi in all areas of the hotel
- Coffee Dock offering homemade scones/traybakes. We are committed to offering local produce throughout our Conference Menus.

## Location

- Located just off the M2/A26 in Ballymena Town Centre
- Belfast International Airport is 14 miles from the hotel
- The Ferry terminal in Belfast is 26 miles away, or Larne Ferry Terminal is 21 miles away
- Easily accessible from Belfast along the M2 motorway taking A26 to Ballymena
- Ballymena Train Station is 0.3 miles from the hotel
- Ballymena Bus Station is 0.3 miles from the hotel
- Tower Centre Shopping Centre is 0.2 miles from the hotel and Fairhill Shopping Centre is 0.4 miles from the hotel

## Accessibility

We want to ensure that our guests have a great experience at The Adair Arms Hotel and we have taken these measures to ensure that our facilities are accessible for all.

- Accessible Car Parking Spaces
- Accessible entrance
- Accessible toilets
- Lift access to all floors of the hotel
- Loop system for hearing impaired
- Accessible bedrooms
- Assistance Dogs are welcome
- Emergency assistant points
- Accessible Check In desk

## Wifi

In Adair Arms Hotel we offer complimentary unlimited, wifi access throughout the hotel.

## Eat Local

- At The Adair Arms Hotel we are committed to serving the finest local, seasonal produce to our guests. We work with the local butcher and fish monger to serve the freshest local meats and fish. We receive a delivery of seasonal vegetables and delicious freshly baked bread daily.

When sourcing our foods we look for the very best of ingredients from local suppliers. Our Chefs enjoy creating dishes of quality, with flavour and seasoning being of the upmost importance using the best of this produce.



# Conferences & Meetings

## Glenariff Suite

The Glenariff Suite is the largest of our Conference Rooms, it has large windows and is flooded with natural daylight. The Glenariff Suite is decorated with traditional warmth inkeeping with the hotels character. Adjustable lighting and state of the art sound system create ambiance in the room. The Suite can be set up with seating in various styles specific to your needs.

## Our other Conference and Meeting Rooms

We have 6 further conference and meeting rooms in the hotel. These rooms have been designed to suit different styles and formats of meetings. Each room has a different design and feel from a modern set up to a warm, traditional feel.

### Room Features– Slemish Suite

- Fitted Screen
- Room flooded with natural light, has blackout facility
- Wireless Internet Access
- Various set up types-room has a flexible space

### Room Features– The Lanyon Suite

Room is perfect for interviews and meetings

- Fitted Screen
- Air Conditioning
- Wireless Internet Access

### Room Features– The Braid Suite

Room is perfect for interviews and meetings for up to 4 people

- Room flooded with natural light, has blackout facility
- Wireless Internet Access
- Room is set apart from other meeting rooms in quiet setting

### Room Features– Glenariff Suite

- Suite is on Ground Floor with access through main Lobby as well as its own Conference Entrance to the Suite
- Central Plugs and extra powerpoints
- Wireless Internet Access
- Suite has own toilets and Private Bar
- Room flooded with natural light has blackout facility
- Roaming Microphones can be used
- Loop System
- Rear Entrance to room for ease of access, pick up and drop of
- drop down screen and projector fitted
- Lighting options to create ambiance
- Lecturn
- Toilet Facilities

### Room Features– The Kells Suite

- **Various Set up types– the room has a very flexible space**
- Central Plugs and extra powerpoints
- Air Con
- Fitted Screen
- Private Bar
- Wireless Internet Access
- \* Please note the Kells Suite has steps at the entrance and so is not accessible for wheelchair users.

### Room Features– Glendun Suite

- Room flooded with natural light, has blackout facility
- Private Bar
- Foyer breakout area
- Direct access through Conference Entrance
- Loop System for hearing impaired
- Toilet facilities
- Wireless Internet Access

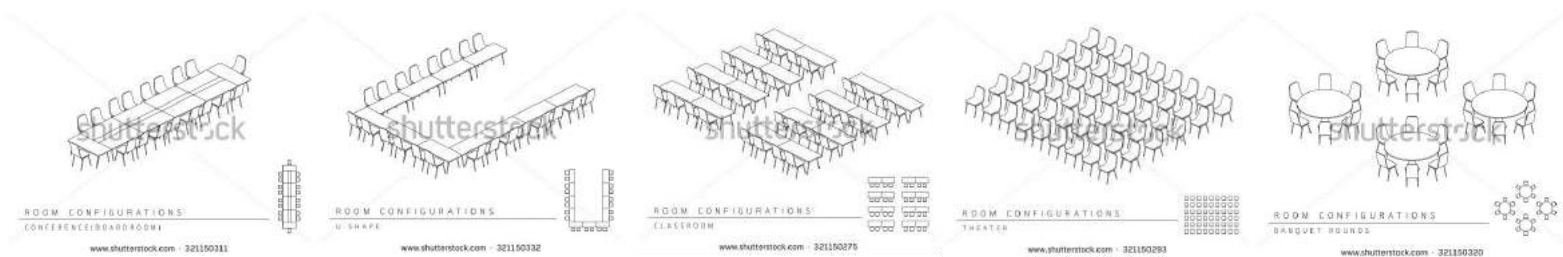
### Room Features- Pentagon Suite

- Room flooded with natural daylight, has blackout facility
- Room is ideal for interviews and boardroom style meetings
- Waiting Area outside room
- Air Con
- Wireless Internet Access



# Room Layouts

Step 1: Choose which layout best suits your needs



Step 2: Select which conference suite will cater for your party

Function Room	Classroom	Theatre	Boardroom	U Shape	Cabaret	Banquet
Glenariff	100	250	-	-	125	180
Kells	30	80	24	30	40	60
Glendun	-	60	24	20	30	35
Pentagon	12	20	14	-	-	14
Slemish	-	25	16	14	16	16
Lanyon	-	15	12	10	-	-
Braid	-	-	4	-	-	-

## Conference Suite Dimensions

Conference Suite	Length (M)	Width (M)
Glenariff	20	12
Kells	9	7
Glendun	8	7.8
Pentagon	6.5	4
Slemish	6.3	5.2
Lanyon	4.5	4.5
Braid	3.5	2.6

## Conference Room Rates

Function Room	Rate	Rate
	Full Day	Half Day
Glenariff	£350	£220
Kells	£150	£100
Glendun	£150	£120
Pentagon	£120	£100
Slemish	£100	£80
Lanyon	£80	£60
Braid	£60	£40



## **Audio and Visual Requirements:**

We can provide for all of your audio and visual requirements

- Multi Media Data Projector      £50
- Flip Chart, Paper and Pens      £10
- Screen      £10

Other equipment can be sourced externally and charged as per supplier

All requested equipment will be tested and working for your event

## **The Following Facilities are incorporated as standard**

- Spacious rooms
- Conference Pads and Pens
- Chilled Water, Cordials & Delegate Mints
- High Speed Wi-Fi
- Secretarial Support Services



## Individual Pricing

### Refreshments:

prices are per person

#### Freshly brewed Tea/Coffee and Herbal Teas with:

- Selection of Biscuits
- Homemade Shortbread
- Homemade Scones
- Selection of Homemade Traybakes
- Selection of Cereal Bars
- Selection of Homemade Scones, Shortbread and Danish Pastries
- Fresh Fruits, Low Fat Natural Yogurt and Granola
- Fruit Platter

### Breakfast:

prices are per person

**Freshly brewed Tea/Coffee and Herbal Teas  
£2.50**

£3.50	▪ Bacon/Sausage Baps or selection of both	£7.95
£4.50	▪ Full Breakfast Buffet	£11.95
£5.00	To include Full Cooked Breakfast Selection and Continental Buffet	
£5.00		
£4.20		
£5.00	Continental Breakfast Buffet	£9.95
	To include Croissants, Ham and Cheese Selection, Danish Pastries, Fruit and Low Fat Yogurt Selection	
£6.50		
£6.00	Healthy Option Continental Buffet	£9.95
	To include Porridge, Fruit, Low Fat Yogurt Selection, Granola, Wholemeal Breads, Lean Meats, Dried Fruits and Fruit Juice Selection	

### Lunch Options: prices are per person

▪ Tea/Coffee Sandwich Lunch	£8.00
▪ Tea/Coffee Soup & Sandwich Lunch	£12.00
▪ Tea/Coffee, Wraps & Sandwiches	£9.00

### Water:

Sparkling/Still	£3.10
▪ Jugs of Juice	£3.85
	per jug
Healthy Buffet Lunch	£15.95
Fork Buffet Meal (Main Course, Tea and Coffee)	£18.95
Fork Buffet Meal (Main Course, Dessert, Tea and Coffee)	£22.00

#### Dietary Requirements

**For those with special dietary requirements or allergies, please speak to the manager who will be able to discuss the ingredients used**

#### Buffet Options:

Finger Buffet Lunch (Including Tea and Coffee)	£14.95
Healthy Buffet Lunch	£15.95
Fork Buffet Lunch (Main Course, Tea and Coffee)	£18.95
Fork Buffet Lunch (Main Course, Dessert, Tea and Coffee)	£22.00





## Hot Buffet Options

Main Courses are served from our self service buffet units.  
Dessert, Tea & Coffee will be served to your table.

- Chicken or Vegetable Stir fry
- Chicken or Vegetable Curry
- Beef or Vegetable Lasagna
- Sweet & Sour Chicken or Pork
- Beef or Chicken Stroganoff
- Chicken and Chorizo Pasta
- Vegan/Vegetable Stew

Your choice of 2 of these dishes are served with:

- Chips
- Wedges
- Fluffy Rice
- Garlic Bread
- Selection of Salads or Coleslaw

All Hot Buffets are Served with Fresh Baked Bread, Salad from our Salad Bar and Tea/Coffee

Select one dessert for all your guests:

- Pavlova
- Sticky Toffee Pudding
- Chefs Cheesecake
- Roulade

**Main Course, Tea/Coffee: £18.95**  
**Main Course, Dessert, Tea/Coffee: £22**



## Finger Buffet Options

Any 5 items with Tea/Coffee: £14.95 per person

Minimum numbers:

### Finger Buffet Options

SAUSAGE ROLLS

COCKTAIL SAUSAGES

ASSORTED SANDWICHES

VOL AU VENTS

CHICKEN GOUJONS

CHICKEN WINGS

MINI CHEESE AND TOMATO PIZZA'S

SAMOSAS

VOL AU VENTS

QUICHE- VEGETABLE OR SAVORY

MEATS

SPRING ROLLS- VEGETABLE/DUCK

Choose any 5 options - includes Tea and Coffee



## Extra Special Touches:

Extra special touches to assist in the set up of your event

- Staging available
- Private Bar available
- Reception and registration tables available
- Secretarial Assistance available
- Roaming Microphones available in Glenariff Suite



To make a booking or enquiry:

Telephone: (028) 25 653674

Email: [info@adairarms.co.uk](mailto:info@adairarms.co.uk)

Website: [www.adairarms.com](http://www.adairarms.com)

Address: 1-7 Ballymoney Road, Ballymena, BT43 5BS



## Directions to Adair Arms Hotel

### ▪ Directions by Road

#### Directions from Belfast:

Take the M2 Motorway from Belfast heading North (You can get onto the M2 from Chichester St, Victoria St, A2 and York St), Continue onto M2 Street View for 2.3 miles, Take exit 1 from M2 keeping left at the fork to stay on the M2 for Street View 14.9 miles, At junction 1, take the A26 exit to Antrim/Ballymena/Coleraine Street View for 8.8 miles, At the roundabout, take the 3<sup>rd</sup> exit onto Lisevenagh Rd/A26, Continue on Lisnevenagh Rd/A26 for 7.1 miles, At the roundabout, take the 2<sup>nd</sup> exit onto Antrim Rd and travel for 0.9 miles, Continue onto Queen Street, Queen St turns slightly right and becomes Bridge St, travel for 0.1 miles, Slight left onto North Rd/A26, travel for 0.2 miles, Turn left onto Ballymoney Rd, Turn onto Lower Mill Street and you will see the carpark on your left, The hotel carpark is located to the rear of the hotel. There is a hotel entrance from the carpark.

#### Directions from Belfast International Airport: approximately 20 minutes drive away by taxi/car.

Follow Antrim Rd to Dublin Rd/A6 in Antrim for 3.2 miles, Follow A26 to Antrim Rd in Ballymena for 9.7 miles, Continue on Antrim Rd to North Rd/A26 for 1.5 miles, slight left onto North Rd/A26. Drive to Ballymoney Rd following instructions above.

#### Directions from George Best Belfast City Airport: approximately 20 minutes drive away by taxi/car

On leaving the airport take the road to Belfast and it will join the M2 Northwards and follow the directions from Belfast above.

### ▪ Directions by Train or Bus

Train & Bus: Ballymena Bus and Train Station is 0.3 miles from the hotel- Walk south-east towards Galgorm Rd/A42, Turn left onto Galgorm Rd/A42, Continue onto Ballymoney Rd and follow the road to the end At the roundabout, take the 2<sup>nd</sup> exit and stay on Ballymoney Rd and you will see the hotel.

## Local Attractions

<u>Attraction Name:</u>	<u>Attractions Type:</u>	<u>Distance:</u>
Bear Gallery Ballymena	Leisure	0.3 miles
Slemish Mountain Ballymena	Sites and Landmarks	8.3 miles
The Peoples Park Ballymena	Sites and Landmarks	0.7 miles
Fairhill Shopping Centre	Shopping	0.4 miles
Tower Centre	Shopping	0.2 miles
Ballymena Showgrounds	Sites and Landmarks	0.8 miles
Ecos Visiter Centre	Leisure	2 miles
The Giants Causeway	Sites and Landmarks	31.3 miles
Carrick-A-Rede Rope Bridge	Sites and Landmarks	29.7 miles
Galgorm Castle Golf Club	Sport	2.6 miles
Ballymena Golf Club	Sport	2.7 miles



## Environmental Policy

Adair Arms Hotel accept our “Duty of Care” and are committed to protecting and sustaining the environment for future generations by minimising the impact of our activities and services on the environment.

In delivering our commitment we will:

- Ensure our environmental objectives are appropriate to the nature, scale and impact of our activities and services.
- Ensure that our environmental statutory obligations are met, strive to achieve environmental best practice and we will actively co-operate with the authorities on environmental protection matters.
- Seek to conserve natural resources by ensuring the responsible use of energy, water and materials yet still provide the quality of service expected by our guests.
- Set objectives and monitor performance with the aim of continual improvement by reducing, re-using and recycling in areas such as energy and water consumption and the reduction of waste materials.
- Communicate the policy to all persons working for and on behalf of McKeever Hotels Ltd and encourage employee participation for the continued improvement of environmental performance.
- Encourage staff to be more environmentally friendly in their activities as McKeever Hotels Ltd recognise that successful implementation of this policy requires total commitment of both management and employees at all levels.
- Document, implement, and maintain our environmental policy by conducting regular reviews of the policy objectives and revising and updating the environmental policy in light of legislative and organisational changes.

### Energy Efficiency Measures:

We are working to reduce our energy consumption by the following measures:

- LED lighting has been installed where possible throughout the hotels
- Automatic on/off in corridors, toilets and public areas aswell as keycard activation for many bedrooms
- When occupancy is low in the hotel, we are able to close off blocks of bedrooms to save heating and lighting usage
- All computers and printers are turned off when not in use

### Water Efficiency Measures:

We have developed a programme to manage our water usage. We aim to reduce consumption and costs.

- Installation of water saving devices in toilets, urinals, sinks and showers.

### Waste Efficiency Measures:

- Glass, cardboard, paper, ink cartridges are all recycled
- Food waste is collected
- Automatic dispensers for detergents have been fitted in the kitchens to reduce waste of chemicals
- Cooking Oils are cleansed and recycled
- Electronic mail where possible instead of paper advertising

### Pollution:

We work with external companies to ensure the safe removal and disposal or recycling of waste product from the hotel

- Disposal of grease
- Work on carbon emissions
- Chemicals are sourced from companies with the environment in mind, where possible they are biodegradable and environmentally friendly

We have worked through training with our staff on reduction of waste and care for the environment.



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