

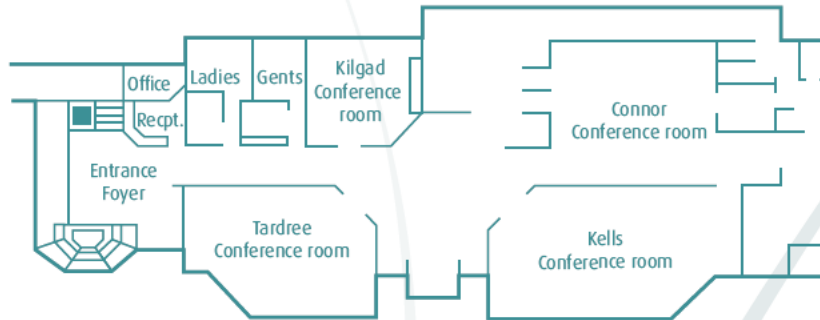


ROSSPARK

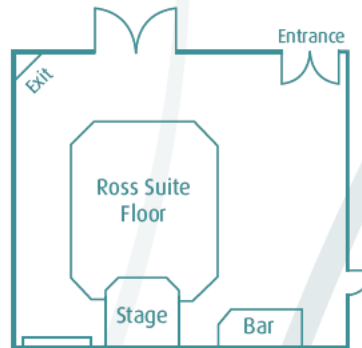
hotel

## Conference Centre Plans

Conference Room Plan



Ross Suite Plan

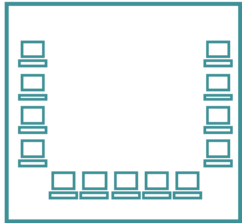


Hotel and Conference Centre can facilitate disabled users.



## Business Conference Centre

### Technical Data



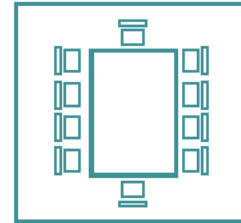
U Shape



Theatre



Cabaret



Boardroom



Triangle

### Conference room

### Dimensions

### Seating capacities

	Length(m)	Breadth(m)	Cabaret	Theatre	Boardroom	"U" Shape	Triangle
Ross Suite	19	13	85	250	50	50	-
Kells	12	7	36	90	35	30	20
Connor	9	7	30	60	30	25	20
Kells/Connor combined	14	9	60	150	40	40	40
Tardree	9	7	30	60	25	22	20
Kilgad	5	6	18	20	12	12	12
Boardroom 1	6	5	18	16	14	8	12
Boardroom 2	6	5	-	-	16	-	-
Ross Suite Terrace	11	7	40	40	24	26	18

### Equipment

Conference Centre offers Complimentary Wireless Broadband facilities.

Ross Suite, Kells, Connor, Tardree:

Data Projector & Screen  
OHP & Screen  
Flip Chart  
Microphone  
Lectern  
TV, DVD & Video

Kilgad:

TV, DVD & Video  
Flip Chart  
Portable Data Projector (available upon request)  
Lectern

Each conference room is equipped with teaching walls, air conditioning, faxing facilities and wall and ceiling lights strategically placed for optimum lighting effect as well as natural daylight. Delegates may request photocopying services from our main reception. **Please Note: Laptops are not provided.**



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## Business Conference Centre

### Room Tariffs

Suite	Half Day	Full Day
Ross	£210	£350
Kells	£130	£250
Connor	£110	£200
Kells/Connor combined	£175	£295
Tardree	£105	£195
Kilgad	£75	£135
Boardroom 1	£60	£99
Boardroom 2	£55	£95
Boardroom 1&2 combined	£99	£145
Ross Suite Terrace	£75	£125

- The above rooms can be used as either the main meeting room or as syndicate rooms.
- Room hire costs are offered at discounted rates for Saturday and Sunday use.
- Room hire costs for “evening” use may be negotiated with the Conference Team.

There are no additional costs for using any audio visual equipment fitted within the room. Every conference is supplied with one complimentary Flip Chart and any extra Flip Charts required are costed at £5.00 each per day. Any extra audio visual equipment required by the client which is not already in the room, can be hired in by the Hotel and the client will incur these additional hire costs.

**Stationery, Mints and Ballygowan Water are all provided by the Hotel at no additional cost.**



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## Business Conference Centre

### Delegate Rates

#### 8 Hour Delegate Rate

Tea/Coffee and Biscuits on arrival

Mid morning Tea/Coffee and either Home-made Scones with Jam & Cream

3 Course Hot/Cold Buffet Lunch (Main Course, Sweet, Tea/Coffee)

Afternoon Tea/Coffee and Biscuits

£19.50pp (minimum number for this package is 10)

\*Supplementary cost of £1.00pp for Fresh Fruit Platter if replacing Tea/Coffee break

#### 24 Hour Delegate Rate

Tea/Coffee and Biscuits on arrival

Mid morning Tea/Coffee and either Home-made Scones with Jam & Cream

3 Course Hot/Cold Buffet Lunch (Main Course, Sweet, Tea/Coffee)

Afternoon Tea/Coffee and Biscuits

4 Course Evening Dinner (Set Menu)

Complimentary use of the Hotel's Multi Gym

Overnight En suite Accommodation in Double Room (Single Occupancy)

Full Irish Breakfast

£99.00pp (or £104.00pp if 4 course Table D'Hote Menu is preferred)

\*Supplementary cost of £1.00pp for Fresh Fruit Platter if replacing Tea/Coffee break



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## **Business Conference Centre**

### **Delegate Rates**

#### **2 Full Days Residential Course**

24 Hour Delegate Rate plus the Daily Delegate Rate at special rate of £118.50pp  
(or £123.00pp if opting for TDH menu)

**Room Hire is charged separately from Delegate Rates.**

All the Delegate packages can be tailored to suit your personal requirements.

Alternatively, set yourself up for the day and enjoy special business rates for Breakfast before your Conference commences:

**Full Irish Breakfast offered at special Delegate Rate of £8.50pp**

or

**Enjoy Bacon Butties before your meeting at special Delegate Rate of £2.95pp**

Delegates wishing to stay at Rosspark either the night before their conference or the night of their conference, can avail of our special rates.



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## **Business Conference Centre**

### **Sample Hot Buffet Selections**

Traditional Irish Stew  
Chicken and Leek Pie  
Beef, Guinness and Mushroom Pie  
Chicken, Cheese and Broccoli Bake  
Seafood and Potato Pie  
Penne Pasta Carbonara  
Beef Stroganoff  
Chicken a la King with Sweet Peppers and Onions  
Traditional Beef Lasagne  
Salmon and Broccoli Tagliatelle

### **Sample Vegetarian Options**

Vegetable Lasagne  
Roast Mediterranean Vegetable Pasta  
Mushroom and Onion Stroganoff  
Leek and Mushroom Bake  
Vegetable Teriyaki Stir Fry with Noodles

The above are all served with Bread Rolls, a selection of Salads and either Rice or Potato of the Day.



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## **Business Conference Centre**

### **Cold Buffet**

Cold buffet selections are served with Baked Potato, Bread Rolls, Wheaten Bread & Salads.

Hot or Cold Buffet selections are offered for 10+ delegates and are costed within Daily Delegate or 24 hour Delegate packages. Please note that Hot and Cold Buffet selections may not be mixed. Conferences under 10 delegates are offered our Restaurant or Lobby Bar menu selections which are priced individually.

Those delegates not wishing to have the Hot or Cold Buffet lunch may opt for a Finger Buffet lunch (delegate package cost will alter accordingly).

### **Sample Finger Buffet Selections**

Selection of Sandwiches

Chicken Fillet Goujons with Spicy Dip

Fish Goujons with Tartar Sauce

Mini Chicken Kebabs

Mini Sausage Rolls

Mini Vegetable Spring Rolls (V)

Cocktail Sausages

Savoury Vol-au-vents (V)

Hot 'n' Spicy Prawns

Cheese and Onion Goujons (V)

### **Dessert selection available on request**

All menu selections are subject to change at the discretion of the hotel.



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## Business Conference Centre

### Booking Terms & Conditions

All bookings confirmed by telephone should be followed immediately by written confirmation within 3 days, preferably by email.

All rates quoted in this brochure include VAT at current rate of 17.5% and are subject to annual inflation.

Meals requested in private rooms are subject to availability and may also be subject to room hire costs. These requirements should be discussed in detail with the Conference Team when booking.

The hotel must be notified of the final number of guests no later than 48 hours prior to function date and this will be the minimum number charged for. Menu selections may alter for any extra guests who arrive on the day without giving advance notification to the hotel and will be charged for accordingly.

The final number of delegates supplied to the hotel 48 hours in advance will be the minimum number charged for on the day (includes catering and accommodation costs).

### Cancellation Policy

Conferences wishing to cancel confirmed bookings must do so in writing. Cancellation fees may apply within certain timescales:

More than 4 weeks before booking date	- no costs
Between 2 and 4 weeks of booking date	- 30% of total costs
Within 1 week to 2 weeks of booking date	- 60% of total costs
Less than 1 week before booking date	- 100% of total costs

**One week is classed by Rosspark as 5 working days and total costs include all conference room hire costs, all catering costs, all accommodation costs and where applicable, any equipment costs.**





ROSSPARK

hotel

## Business Conference Centre

### Location Map



### Distance to Rosspark (minutes)

Belfast 25 Ballymena 5 Larne 15 Coleraine 25 Londonderry 55

### From Belfast

Exit off M2 at junction 5 then proceed along A57 to Larne. At new round-a-bout turn left (Station Road) into Doagh and take the B59 to Ballymena. Rosspark Hotel is 8 miles along this road on the right hand side.

### From Ballymena

Take A36 to Larne, turn right on to Tully Road (B59) and Rosspark Hotel is 1.5 miles on left hand side.

### From Kells

Proceed through Connor and take the first road on the left after the speed limit sign and continue straight (Craigstown Road).

### From Belfast International Airport

Take A57 to Larne. Once at the new round-a-bout, turn left (Station Road) into Doagh village and take the B59 road on the left to Ballymena. Rosspark Hotel is 8 miles along this road on the right hand side.

This map is on our website [www.rosspark.com](http://www.rosspark.com) and for all other routes to the hotel, please refer to [www.google.co.uk](http://www.google.co.uk) for a Google Map or [www.aaroutefinder.com](http://www.aaroutefinder.com) for the most convenient route specific to you.