Conferences at Rosspark

In a business world you need a business hotel.
In a peaceful, panoramic setting in the heartland of County Antrim,
Rosspark hotel is a far cry from the busy office environment.

As a purpose-built unit at Rosspark, our Business Conference Centre has established itself
as a leading Northern Ireland conference venue.

The Business Centre offers comfortable, dedicated conference suites complete
with audio visual equipment, teaching facilities, air conditioning, natural daylight
and complimentary Wireless Broadband facilities.

Conveniently located only 25 minutes from Belfast and 20 minutes from the main airport
or ferry terminals, Rosspark is in the perfect location.
Our delegates can avail of the 250 free car parking spaces at the hotel.

Rosspark hotel has staff dedicated to the Business Conference Centre
and we are always happy to advise and guide conference organisers
prior to and during their event.

The needs of the discerning traveller or delegate are always the hotel's top priority
as we unobtrusively do everything we can to ensure you have a thoroughly
comfortable and enjoyable stay.

At Rosspark, let us take care of you and all your conference needs
Hotel and Conference Centre can facilitate disabled users.
Conference Centre Technical Data

### Dimensions

<table>
<thead>
<tr>
<th>Conference Room</th>
<th>Length(m)</th>
<th>Breadth(m)</th>
<th>Cabaret</th>
<th>Theatre</th>
<th>Boardroom</th>
<th>U Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Suite</td>
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<td>13</td>
<td>85</td>
<td>250</td>
<td>50</td>
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</tr>
<tr>
<td>Kells</td>
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<td>36</td>
<td>90</td>
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<td>7</td>
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<td>9</td>
<td>60</td>
<td>150</td>
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<td>40</td>
</tr>
<tr>
<td>Tardree</td>
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<td>7</td>
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<tr>
<td>Kilgad</td>
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<td>6</td>
<td>18</td>
<td>20</td>
<td>12</td>
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<tr>
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<tr>
<td>Ross Suite Terrace</td>
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<td>7</td>
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### Seating capacities

<table>
<thead>
<tr>
<th>Conference Room</th>
<th>Cabaret</th>
<th>Theatre</th>
<th>Boardroom</th>
<th>U Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Suite</td>
<td>85</td>
<td>250</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Kells</td>
<td>36</td>
<td>90</td>
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<tr>
<td>Connor</td>
<td>30</td>
<td>60</td>
<td>30</td>
<td>25</td>
</tr>
<tr>
<td>Kells/Connor combined</td>
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<td>150</td>
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<td>Tardree</td>
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<td>Kilgad</td>
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<tr>
<td>Boardroom 1</td>
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<tr>
<td>Boardroom 2</td>
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</tr>
<tr>
<td>Ross Suite Terrace</td>
<td>40</td>
<td>40</td>
<td>24</td>
<td>26</td>
</tr>
</tbody>
</table>

### 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.
# Conference Room Tariffs

<table>
<thead>
<tr>
<th></th>
<th>Half Day</th>
<th>Full Day</th>
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</thead>
<tbody>
<tr>
<td><strong>Ross Suite</strong></td>
<td>£210</td>
<td>£350</td>
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<tr>
<td><strong>Kells</strong></td>
<td>£130</td>
<td>£250</td>
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<td><strong>Connor</strong></td>
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<td>£175</td>
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<td>£60</td>
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<tr>
<td><strong>Boardroom 2</strong></td>
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<td>£95</td>
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<tr>
<td><strong>Boardroom 1 &amp; 2 combined</strong></td>
<td>£99</td>
<td>£145</td>
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<tr>
<td><strong>Ross Suite Terrace</strong></td>
<td>£75</td>
<td>£125</td>
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</table>

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 within the room. 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 mineral water are all provided by the Hotel at no additional cost to the client.
## Conference Catering Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Tea/Coffee</td>
<td>£2.10</td>
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<tr>
<td>Tea/Coffee with Biscuits</td>
<td>£2.75</td>
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<tr>
<td>Tea/Coffee with Scones</td>
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<tr>
<td>Tea/Coffee with Shortbread</td>
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<tr>
<td>Tea/Coffee with Traybakes</td>
<td>£3.25</td>
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<tr>
<td>Bacon or Sausage Butties</td>
<td>£3.95</td>
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<tr>
<td>Fresh Fruit Platter</td>
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<tr>
<td>Tea/Coffee with Sandwiches</td>
<td>£5.85</td>
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<tr>
<td>Tea/Coffee with Soup</td>
<td>£5.85</td>
</tr>
<tr>
<td>Tea/Coffee with Soup &amp; Sandwiches</td>
<td>£7.95</td>
</tr>
<tr>
<td>Tea/Coffee with Soup, Sandwiches &amp; Traybakes</td>
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<tr>
<td>Soup</td>
<td>£3.95</td>
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<tr>
<td>Sandwiches</td>
<td>£3.75</td>
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<tr>
<td>Finger Buffet</td>
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<tr>
<td>Hot Buffet*</td>
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<tr>
<td>Hot Buffet - No Dessert*</td>
<td>£14.95</td>
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<tr>
<td>Cold Buffet**</td>
<td>£16.95</td>
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<tr>
<td>Cold Buffet - No Dessert**</td>
<td>£14.95</td>
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<tr>
<td>Restaurant Lunch***</td>
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<tr>
<td>3 Courses</td>
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<tr>
<td>2 Courses</td>
<td>£15.50</td>
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<tr>
<td>Lighter Lunch***</td>
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<tr>
<td>3 Courses</td>
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<tr>
<td>2 Courses</td>
<td>£13.50</td>
</tr>
<tr>
<td>Dinner</td>
<td>from £21.95</td>
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</table>

* available for minimum 20 delegates  
** available for minimum 10 delegates  
*** available for maximum 20 delegates
Conference Catering Menus

Finger Buffet Selections

Choice of 3 from the below:

- Assorted Sandwiches, Tortilla Chips and Mexican Salsa (v)
- Assorted Cocktail Filled Rolls
- Savoury Cocktail Vol-au-Vents (vegetarian option available on request)
- Sweet Chilli Chicken Kebabs with Creole Dipping Sauce
- Cocktail Sausage Rolls
- Vegetable Mini Spring Rolls (v)
- Crumbed Chicken Fillet Goujons with Texan & Garlic Dips
- Chipolata Pork Sausages
- Mozzarella, Tomato & Basil Tartlets
- Cocktail Margarita Pizza's

Served with Tea & Coffee

Hot Buffet Selections

Choose two plus one Vegetarian option)

- Pork, Mushroom & Black Pepper Fricassee
- Chicken, Pea & Ham Pie
- Penne Pasta Carbonara
- Beef, Guinness and Mushroom Pie
- Chicken, Broccoli & Cheese Bake
- Chicken a La King with Sweet Peppers and Onions
- Beef Stroganoff
- Seafood & Potato Pie
- Beef Bourguignon
- Traditional Beef Lasagne
- Salmon and Broccoli Bake
- Chicken Fillet Strips with White Wine and Herb Cream Sauce
Conference Catering Menus

**Hot Buffet Vegetarian Options**

Roast Mediterranean Vegetable Pasta  
Courgette, Aubergine & Tomato Bake  
Vegetable Lasagne  
Vegetable Teriyaki Stir Fry with Noodles  
Spinach Tortellini, Parmesan & Herb Oil

*Please also select one side order (or half and half) from:*

Buttered Baby Jackets  
Boiled or Saffron Rice  
Chilli Potato Wedges  
Traditional Champ  
Sweet Chilli Fries/ Chips  
Baked Potatoes  
Garlic Potatoes

*All mains are also served with Bread Rolls, Mixed Leaves and Salads*  
Served with Tea & Coffee

**Dessert selection available on request**

Fresh Fruit Pavlova  
Chocolate Fudge cake  
Profiteroles

Served with Tea & Coffee

**Cold Buffet**

Choose two from below:

Herb Buttered Breast of Turkey  
Pepper Crusted Roast Beef,  
Honey Baked Gammon,  
Grilled Cajun Chicken  
Roast Stuffed Pork Loin

*Cold buffet selections are served with Bread Rolls, fresh Wheaten Bread & Salads*

**Dessert selection available on request**

Served with Tea & Coffee

*Please note that Hot and Cold Buffet selections may not be mixed.*
**Restaurant Lunch**

Duo of Seasonal Melon, Mixed Berry Salsa, Fruit Coulis  
Rosspark Vegetable Broth & a Fresh Baked Roll  
Crispy Shredded Duck, Tossed Leaves, Hoisin Dressing  
Roast Ribeye of Beef, Yorkshire Pudding with Peppercorn Sauce  
Grilled Seabass, Tomato & Petit Pois Fricasse, Herb Oil

*All above Main Courses are served with a Selection of Fresh Vegetables and Potatoes*

Pan Fried Honey Roast Gammon Steak with a Fried Egg & Chips  
Rosspark Cheesecake of the Day, Crème Chantilly, Fruit Coulis  
Profiteroles with Rich Chocolate Sauce  
Fresh Fruit Pavlova

**Lighter Lunch**

Cream Soup of the Day & a Fresh Baked Roll  
Garlic Bread Supreme  
Rosspark Vegetable Broth & a Fresh Baked Roll  
Mushroom & Bacon Pasta, Garlic Cream Sauce and Grated Parmesan  
Bacon & Cheddar Burger with Salad Garnish  
Chicken Fajitas, Peppers and Tomato Salsa  
Classic Caesar Salad  
Fresh Fruit Pavlova with fruit coulis  
Chocolate Fudge Brownie with Vanilla Ice Cream & Caramel Sauce  
Cheesecake of the Day with Fresh Cream & Raspberry Sauce

Conferences of under 10 delegates can also be offered our full Lobby Bar or Restaurant menu selections which are priced individually.
Conference Catering Menus

**Dinner Menu** (available for 20+ delegates)

Rosspark Vegetable Broth
Minted wedges of Melon, Seasonal Berry Salsa
Cream of Tomato and Basil Soup
Cajun Dusted Chicken, Dressed Baby Leaves and Garlic Aioli

Roast Ribeye of Beef, Yorkshire Pudding with
Red Wine and Tarragon Sauce
Seared Salmon, White Wine and Chive Cream Sauce
Roast Stuffed Turkey and Ham, Chipolatas and Traditional Gravy
Oven Baked Buttered Chicken, wrapped in Parma Ham,
Roast Onion and Thyme Jus

*Served with a selection of Fresh Vegetables and Roast and Creamed Potatoes*

Rosspark Fresh Fruit Pavlova, Fresh Cream and Raspberry Coulis
Homemade Profiteroles, Fresh Cream and Chocolate Sauce
Glazed Citrus Brulee, Rossini Dipping Biscuits
Rosspark Seasonal Cheesecake, Fresh Cream and Fruit Coulis

Tea/Coffee served with Chocolate Mints

**Dinner Menu Vegetarian Options**

Penne Pasta with Mediterranean Vegetables and Melted Cheese
Vegetable Teriyaki Stir Fry with Noodles
Spinach and Ricotta Tortellini tossed in Pesto with Parmesan
Mediterranean Vegetable and Tomato Tarts, topped with Mozzarella, served with Balsamic Leaves

Please choose: **1** Starter, **1** Main Course and **1** Vegetarian Option, **2** Desserts and Tea/Coffee and Mints: £21.95 per person

Please choose: **2** Starters, **2** Main Courses and **1** Vegetarian Option, **2** Desserts and Tea/Coffee and Mints: £22.95 per person

**Dinner Menu** (available for less than 20 delegates)

Conferences of under 20 delegates are offered our full Restaurant Dinner menu selections which are priced £23.95 per person. This menu changes monthly.

(v) Suitable for Vegetarians

*All menu selections are subject to change at the discretion of the Hotel.*
Sample Conference Delegate Rates

8 Hour Delegate Rate
Tea/Coffee and Biscuits on arrival
Mid morning Tea/Coffee and Home-made Scones with Jam & Cream
3 Course Hot/Cold Buffet Lunch (Main course, Sweet, Tea/Coffee)
Afternoon Tea/Coffee & Biscuits

£25.95 per person (based on 20+ delegates)
*Supplementary cost of £1.00 pp for Fresh Fruit Platter if replacing Tea/Coffee break

24 Hour Delegate Rate
Tea/Coffee and Biscuits on arrival
Mid morning Tea/Coffee and Home-made Scones with Jam & Cream
Finger Buffet Lunch, Tea/Coffee
Afternoon Tea/Coffee and Biscuits
4 Course Evening Restaurant Dinner
Overnight En suite Accommodation in Double Room (Single Occupancy)
Full Irish Breakfast

£101.90 per person (base on numbers of delegates below 20)
*Supplementary cost of £1.00 pp for Fresh Fruit Platter if replacing Tea/Coffee break

2 Full Days Residential Course
24 Hour Delegate Rate plus the Daily Delegate Rate

Room Hire is charged separately from Delegate Rates.
All the above packages are only samples and 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:

Continental Breakfast (Cereal, Toast/Croissants/Danish Pastries, Tea/Coffee)
£6.75 per person

Full Irish Breakfast (Continental Breakfast plus a “Traditional Fry”)
£8.95 per person

Delegates wishing to stay at Rosspark either the night before their conference or the night of their conference, can avail of our special rate of £60.00pp (double room – single occupancy) including full Irish Breakfast and complimentary use of the Gym.
All bookings confirmed by telephone must be followed with written confirmation within 3 days.

All rates quoted in this brochure include VAT at current rate of 20% 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 and all accommodation costs and where applicable, any equipment costs.*