



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.

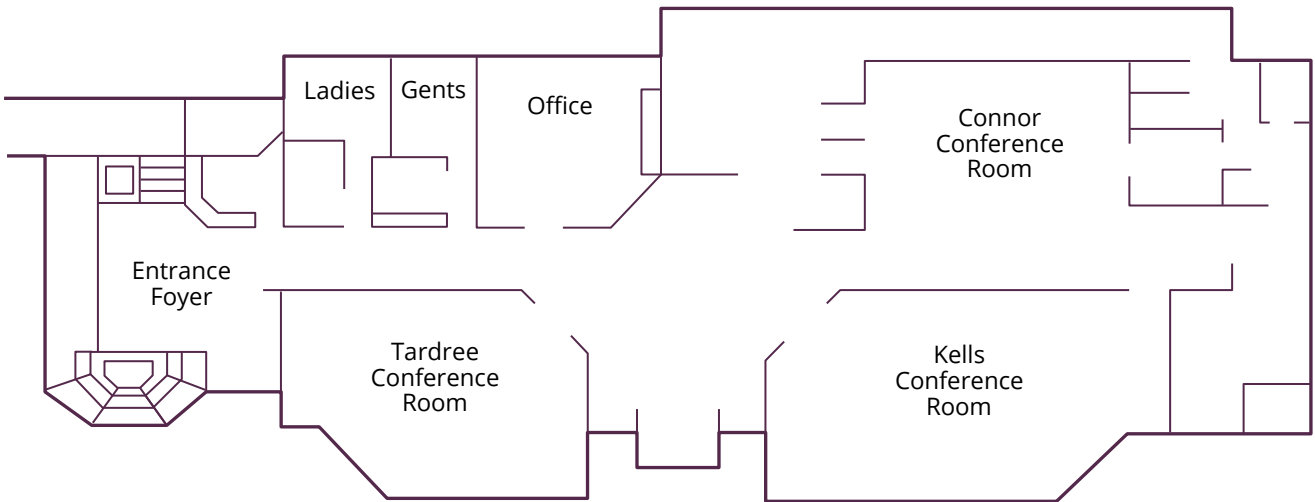
Rosspark hotel has staff dedicated to the Business Conference Centre
and we are always happy to advise and guide conference organisers
prior to and during their event.

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.

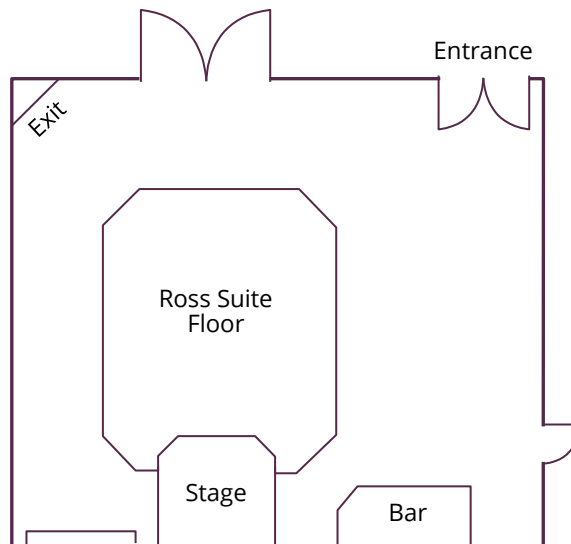
At Rosspark, let us take care of you and all your conference needs

Conference Centre Plans

Conference Rooms Plan



Ross Suite Plan

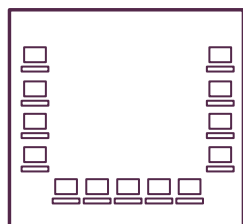


Ross Suite: 18.5m x 12.5m Total area: 236sq.m

Dance Floor Area: 52sq.m

Hotel and Conference Centre can facilitate disabled users.

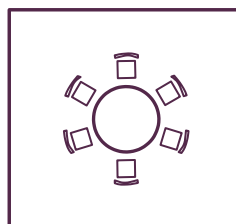
Conference Centre Technical Data



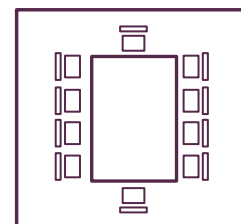
U Shape



Theatre



Cabaret



Boardroom

Dimensions

Seating capacities

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

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

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

	Half Day	Full Day
Ross Suite	£210	£350
Kells	£130	£250
Connor	£110	£200
Kells/Connor combined	£175	£295
Tardree	£105	£195
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 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

Tea/Coffee	£2.10
Tea/Coffee with Biscuits	£2.75
Tea/Coffee with Scones	£3.50
Tea/Coffee with Shortbread	£2.95
Tea/Coffee with Traybakes	£3.25
Bacon or Sausage Butties	£3.95
Fresh Fruit Platter	£3.50
Tea/Coffee with Sandwiches	£5.85
Tea/Coffee with Soup	£5.85
Tea/Coffee with Soup & Sandwiches	£7.95
Tea/Coffee with Soup, Sandwiches & Traybakes	£9.15
Soup	£3.95
Sandwiches	£3.75
Finger Buffet	£8.95
Hot Buffet*	£16.95
Hot Buffet - No Dessert*	£14.95
Cold Buffet**	£16.95
Cold Buffet - No Dessert**	£14.95
Restaurant Lunch***	
3 Courses	£19.50
2 Courses	£15.50
Lighter Lunch***	
3 Courses	£17.50
2 Courses	£13.50
Dinner	from £21.95

* 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
 - 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.

Conference Catering Menus

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 **£65.00pp** (double room – single occupancy) including full Irish Breakfast and complimentary use of the Gym.

Conference Booking Terms & Conditions

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.