

Tredegar Arms Hotel Conference Pack



Conference Information

Tredegar Arms Hotel is situated in a popular Welsh town called Tredegar. The building itself has been standing since 1817 and still holds some of its former glory despite recently undergoing a £1.5 million refurbishment.

The Hotel has 10 luxurious bedrooms. A combination of doubles, singles, twins and an executive suite. All rooms are en suite and have Wi-Fi access.

Room Hire Prices

Sirhowy Suite (4 Hours) - £150.00
(8 Hours) - £200.00

The Sirhowy Suite can hold up to 70 guests

Restaurant (4 Hours) - £100.00
(8 Hours) - £150.00

our restaurant can hold up to 30 guests

Delegate Rates

Half Day Delegate Rate (Minimum number of 12)

Room Hire

Option 1 Buffet Lunch

Jugs of Water

Two servings of Tea/Coffee and biscuits

Pens and Paper

One Flip Chart with Marker Pens

£10.00 per delegate

Full Day Delegate Rate (Minimum Number of 12)

Room Hire

Option 1 Buffet Lunch

Three Servings of Tea/Coffee and Biscuits

Jugs of Water

Pens and Paper

One Flip Chart with Marker Pens

£15.00 per delegate

Menu Options

Option 1 - £11.00 per head (Minimum Number of 12)

Mixed sandwich platter, potato salad, tomato salad and coleslaw plus five of the following options:

Chicken Drumsticks

Hot Glazed Sausages

Mini Spring Rolls

Warm Sausage Rolls

Cold Ham Platter

Hot Pizza Fingers

Warm Pasties

Crisps and Nuts

Breaded Garlic Mushrooms

Spicy Potato Wedges

Quiche

Pork Pies

Vegetable Samosas

French Bread

Pasta Salad

Plaice Goujons

Chicken Goujons

Home Cut Chips

Breakfast Meetings

Option 2 - £5.00 per head

Light Breakfast including Cereal, Yoghurts, Danish Pastries, Fresh Fruit with the choice of Tea/Coffee and Fruit Juice.

Option 3 - £8.00 per head

Full Welsh Breakfast

(Bacon, Sausage, Fried Egg, Tomatoes, Baked Beans, Mushrooms and Hash Browns)

Along with Cereal, Yoghurts, Danish Pastries, Fresh Fruit, Tea/Coffee and Fruit Juice.

Optional Extras

With your room hire you can also include the following refreshments.
The prices are based on one serving per delegate.

Tea/Coffee - £1.60

Tea/Coffee and Biscuits - £2.60

Tea/Coffee and Welshcakes - £3.35

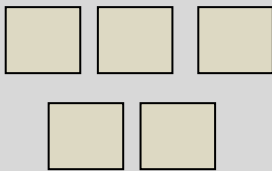
Tea/Coffee and Fruit Cake - £3.85

Jug of Juice (Orange or Apple) - £5.00

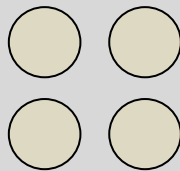
Mineral Water (Still or Sparkling) - £1.60

Bacon Sandwiches – £2.60

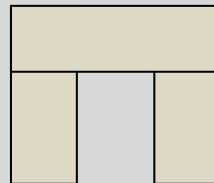
Room Layouts



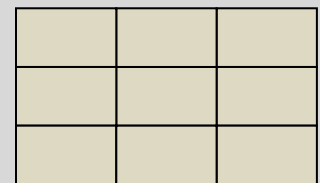
Classroom
Style



Banqueting
Rounds



U-Shape



Boardroom
Stlye

Terms and Conditions

1. **Contact** – When booking is confirmed by the return of the booking form to the hotel a contract is deemed to exist.
2. **Numbers** – Final numbers are required 72 hours prior to the date of the conference. This will be the minimum number charged for.
3. **Cancellations** – in the unfortunate event of a cancellation, the following charges will apply.
 - A) Within one month of the event – 20% of the room hire fee
 - b) Within in two weeks of the event – 50% of the room hire fee
 - c) Within in one week of the event – 100% of the room hire fee
 - d) Within 48 hours of the event – Full Payment of anticipated requirements
4. **Times** – All conference finishing times must be strictly adhered to, due to the possibility of the room being required for another function later the same day. All refreshment breaks must be at the specified times unless granted otherwise by the duty manager.
5. **Food and Beverages** – The client will ensure that no food or drink is brought into the hotel premises for consumption. Food left over from the buffets etc cannot be removed from the hotel. The hotel cannot be deemed responsible for any allergic reactions caused by food if said allergy is not stated on the booking form.
6. **Equipment** – Equipment brought to the hotel must comply with all current regulations including PAT testing, the client will be responsible for any damage or injury caused. The hotel cannot be held responsible for the loss or damage of any equipment.
7. **Health and Safety** – The client agrees to take reasonable precautions to ensure that no damage occurs or injury to any person. The client will be responsible for the actions of all guests and contactors for any damage or injury caused whatsoever to persons, hotel property/fixtures or fittings.
8. **Agreement Governed by English Law** - The contract shall be governed in all aspects by English Law.
9. **Insurance** – After all this, you may consider arranging insurance. This can be done for a small premium and cover the cost of cancellation and other liabilities. Please note, any contract of insurance would be made by the client direct with the insurance company.

Tredegar Arms Hotel

Conference Confirmation Booking Form

Name:

Company:

Address:

Date of Conference:

Conference Name:

No. of Delegates:

Signature of Organiser:

Tel No:

Email:

Room Choice: Restaurant

Sirhowy Suite

Start/Finish Time:

Room Layout: (please underline preferred option)

Classroom Style

Banqueting Rounds

Boardroom Style

U-Shape

Tredegar Arms Hotel

Conference Catering Form

Please complete the table below with your requirements for refreshments.
Please note: if refreshments are required then all delegates must be catered for.

Option 1 – Buffet

Option 2 – Light Breakfast

Option 3 – Full Breakfast

A – Tea/Coffee

B – Tea/Coffee and Biscuits

C – Tea/Coffee and Welshcakes

D – Tea/Coffee and Fruit Cake

E – Bacon Sandwiches

F – Mineral Water (still or sparkling)

G – Jugs of Fruit Juice (orange or apple)

Option 1 Choices - Please underline 5

Chicken Drumsticks

Hot Glazed Sausages

Mini Spring Rolls

Warm Sausage Rolls

Cold Ham Platter

Hot Pizza Fingers

Warm Pasties

Crisps and Nuts

Breaded Garlic Mushrooms

Spicy Potato Wedges

Quiche

Pork Pies

Vegetable Samosas

French Bread

Pasta Salad

Plaice Goujons

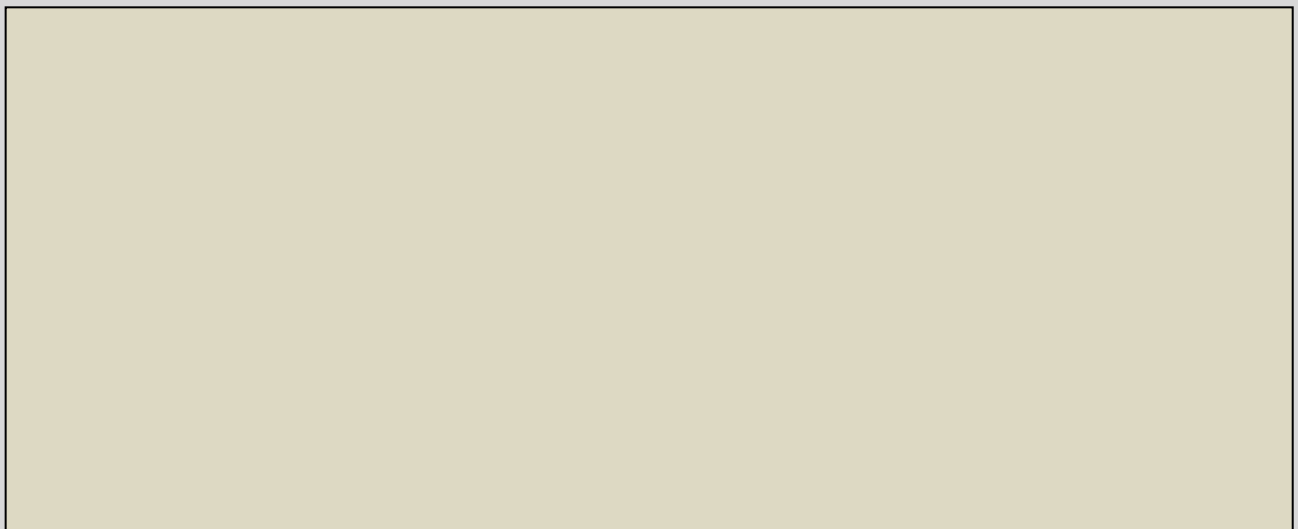
Chicken Goujons

Home Cut Chips

Break	Time Required	Refreshment Option	Number Required
Arrival			
Mid Morning			
Lunch			
Mid Afternoon			
Finish			

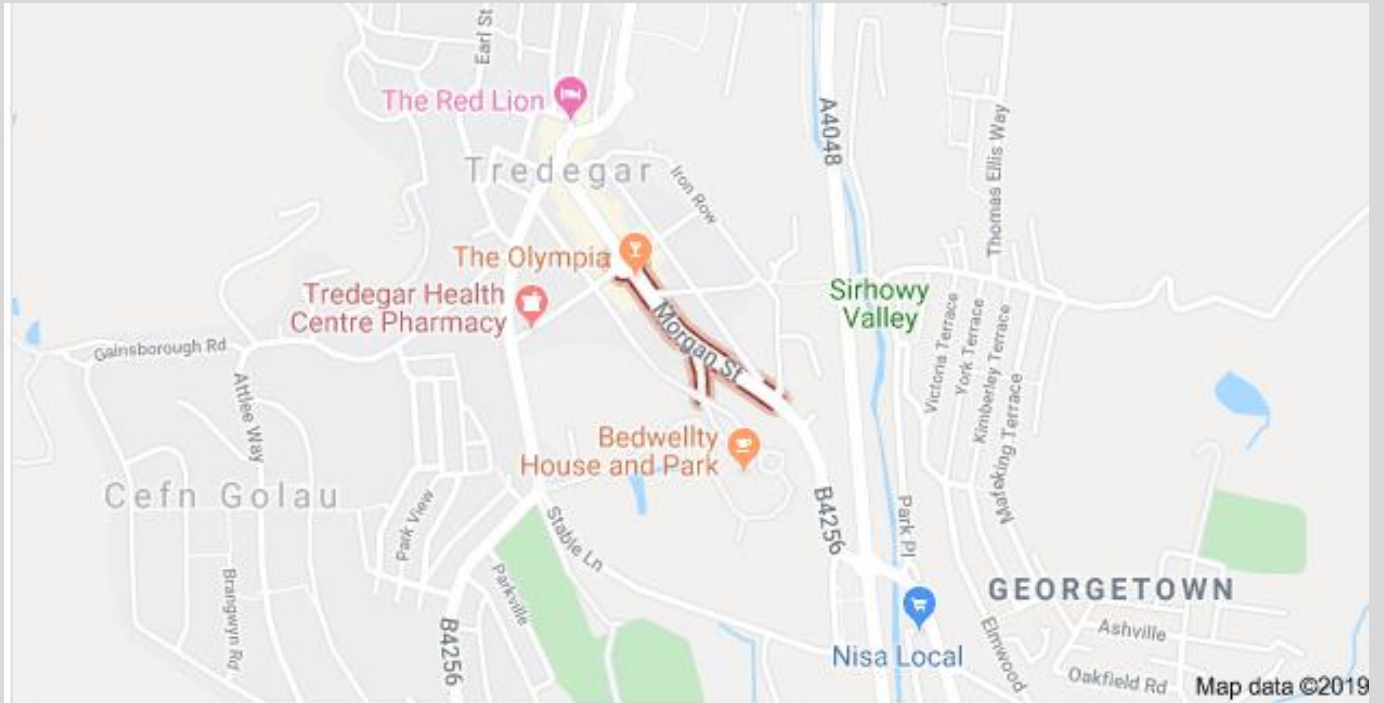
Any other information:

** (Please include any dietary requirements or allergies below) **



Tredegar Arms Hotel

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