



*Llechwen Hall*

HOTEL & RESTAURANT

CONFERENCES

# WELCOME TO LLECHWEN HALL HOTEL...

## welcome

Thank you for considering Llechwen Hall Hotel as your conference venue. Llechwen Hall is the ideal venue for business meetings and conferences: with every facility to accommodate your requirements.

Packages and catering can be tailored to your event, be it a breakfast meeting, product launch with coffee and muffins, or a week-long fully catered conference.

Located just 20 minutes from Cardiff, Llechwen Hall is one of the Cynon Valley's best kept secrets.

## stress free planning

We know that sometimes it can be stressful planning and running a conference so our experienced staff are at hand to help you every step of the way.

From the best room layouts, sorting out necessary equipment to selecting fun break-time games, our team will help you make your conference a success.

Please ask your conference facilitator for ideas and the support you require.

## reasons to choose llechwen hall

Choosing the right venue can be a long process, so to make things easier here are a few reasons to choose Llechwen Hall

- Just 20 minutes from Cardiff and the M4.
- Capacity for up to 300 delegates.
- Hilltop location with magnificent views.
- Complimentary WiFi.
- AA Rosette awarded restaurant.
- Experienced & professional organisers.
- Ample free parking.

## inside this pack

Whether you would like to book one of our specially prepared conference packages or just book on a room hire only basis, our Conference pack has everything you need to ensure your event runs smoothly.

# OUR SELECTION OF SUITES...

At Llechwen Hall we know every conference is unique and with this in mind we are pleased to present a choice of rooms so you can select the room that best suits your requirements.

## the garden marquee

The largest of our conference suites, the Garden Marquee offers space for up to 300 delegates.

Located at the rear of the hotel grounds, it has a separate entrance, bar and restroom facilities.

This light and airy suite has access to its own private decking area and overlooks stunning views of the Welsh countryside.

---

Width (m)	9
Length (m)	24
Electrical Sockets	16 double

---

## the nelson suite

This striking 17th Century Welsh oak-beamed Long House is at the heart of Llechwen Hall Hotel and offers a self-contained suite that can cater for up to 80 delegates.

The Nelson Suite has its own entrance and foyer area, bar and a patio leading directly to the outdoor terrace and hotel gardens.

---

Width (m)	4.8
Length (m)	17.5
Electrical Sockets	7 double

---

## the oak-beam orangery

The Oak Beamed Orangery offers a real grand experience with its stunning glass roof and doors overlooking magnificent views from our garden lawn.


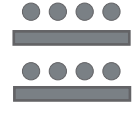

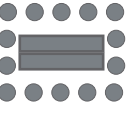


This popular suite makes a delightful meeting room for up to 70 delegates as well as a fitting 'break-out' room.

---

Width (m)	6.5
Length (m)	10.5
Electrical Sockets	4 double

---

# CONFERENCE SUITE CAPACITIES

Room	Theatre	Classroom	U-Shape	Boardroom	Hollow Square	Cabaret	Dinner Dance	Drinks Reception
								
Garden Marquee	300	200	40	50	80	250	300	350
Nelson Suite	80	40	35	40	40	50	50	80
Oak Beam Orangery	70	40	40	40	40	30	NA	70

## still not sure?

If you are unsure which room or set up style to go for, please ask your conference facilitator for advice and images of our conference suites.

# CONFERENCE PACKAGES...

Our set conference packages are excellent value for money, convenient and are the stress-free way to guarantee that your conference requirements are completely covered.

## day delegate package

- Conference room hire for up to 8 hours.
- LCD Projector, Screen and Flipchart.
- Standard Llechwen Hall Stationery.
- A choice of Cordials with bottles of Mineral Water and mints.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Biscuits on arrival and at mid-morning.
- Working Buffet Lunch.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Homemade Welsh Cakes served mid-afternoon.
- Complimentary WiFi.
- Ample free parking.

**£29.95 per delegate**

## half day delegate package

- Conference room hire for up to 4 hours.
- LCD Projector, Screen and Flipchart.
- Standard Llechwen Hall Stationery.
- A choice of Cordials with bottles of Mineral Water and mints.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Biscuits on arrival and at mid-morning.
- Working Buffet Lunch.
- Complimentary WiFi.
- Ample free parking.

**£23.95 per delegate**

## 24 hour delegate package

- Conference room hire for up to 8 hours.
- LCD Projector, Screen and Flipchart.
- Standard Llechwen Hall Stationery.
- A choice of Cordials with bottles of Mineral Water and mints.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Biscuits on arrival and at mid-morning.
- Working Buffet Lunch.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Homemade Welsh Cakes served mid-afternoon.
- Complimentary WiFi.
- Ample free parking.
- 3-Course Dinner from our Table D'hôte Menu.
- One night's accommodation with Full Welsh Breakfast.

**£99.00 per delegate**

Please note: Our day and half day packages are based upon a minimum of 6 delegates.

### conference menus: prefer something a bit more special?

Upgrade your lunch options from only £3 per delegate. See page 8 for further options.

# BREAKFAST DELEGATE PACKAGE...

No matter what your preference, your business colleagues can enjoy a selection of breakfast menus at Llechwen Hall. Please note the Breakfast Delegate Package is available from 7.00am until 11.00am.

## **breakfast delegate package**

- Conference room hire with LCD Projector, Screen and Flipchart.
- Standard Llechwen Hall Stationery.
- A choice of Cordials and Jugs of Iced Mineral Water: and mints
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Biscuits on arrival and at mid-morning.
- One option from the Conference Breakfast Menu

**from £14.95 per delegate (please see menus)**

## **conference breakfast menus**

### **Full Welsh Breakfast - £16.95**

Full Welsh Breakfast with unlimited Tea & Coffee

### **Continental Breakfast - £14.95**

Continental Breakfast with unlimited Tea & Coffee

### **Working Breakfast - £17.45**

Selection of Breakfast Rolls, Toast, Croissants, Muffins and Danish Pastries with unlimited Tea & Coffee

### **Country Living Breakfast - £16.95**

Choice of Muesli, Yoghurts, Fruit juice and Fresh Fruit with unlimited Herbal Teas & Decaffeinated Coffee

# ROOM HIRE OPTION...

Our conference suites are also available on a room hire only basis. Tariffs include stationery, mineral water, cordials, mints and complimentary Wi-Fi access. Full day rates are per room and available for a maximum of 8 hours. Half days are available for a maximum of 4 hours.

## room hire charges

<b>Suite</b>	<b>Full Day Rate (room only hire)</b>	<b>Half Day Rate (room only hire)</b>
Garden Marquee	£495	£295
Nelson Suite	£225	£135
Oak-Beam Orangery	£295	£195

# CONFERENCE SAMPLE MENUS...

Below you will find sample menus prepared by our Head Chef and his AA Rosette awarded team. Our menus may be served in your meeting room or the Two-course lunch may be taken in one of our dining suites (subject to availability). Please let us know of any dietary requirements which you may have and we will be happy to accommodate. For an extra special event we can also offer tailored menus to suit your needs.

## working buffet lunch menu

Assorted Sandwiches and Wraps  
Freshly baked Artisan Bread selection  
Homemade Quiche (v)  
Pasta Salad (v)  
Selection of Mini Meat and Vegetarian Pies  
Spiced Cous Cous Salad (v)  
Goat's Cheese & caramelised Beetroot Tarts (v)  
Pork & Leek Scotch Eggs  
Potato Salad (v)  
Coleslaw (v)

**£14.95 per delegate**  
(included in our standard  
delegate packages)

## hot fork buffet lunch menu

Smoked Pulled Pork Chilli and Rice  
Vegetable Lasagne (v)  
Garlic & Herb Chicken Kiev  
Crisp Batter Fish or Halloumi  
with hand-cut chips and minted peas  
Aubergine & Sweet Potato Curry  
Butcher's Choice Sausage Casserole  
Roast Tomato, Spinach & Goat's Cheese  
Pasta Bake (v)  
Assorted Salads (v)

**£18.95 per delegate**  
(package supplement of  
£3.00 per delegate)

## two course lunch menu

(Please choose either a starter or dessert to  
accompany your main course)  
Goat's Cheese Mousse  
with caramelised beetroot & vegetable crisps (v)  
.....  
Corn Fed Chicken and Welsh Cheese,  
leek & wild mushroom sauce served with fondant  
potato & baby vegetables  
Sweet Potato & Spinach Cannelloni,  
roasted tomato ragout and mozzarella glaze (v)  
.....  
Llechwenhall Sticky Toffee Pudding  
served with Salted Caramel Sauce (v)

**£21.95 per delegate**  
(package supplement of  
£5.00 per delegate)



# OPTIONAL EXTRAS...

## food & drink options

A working buffet lunch is included in our set delegate packages. However our food options can be purchased seperately or added to any set package. Prices are per delegate unless otherwise stated.

- Arrival Drinks (from)..... £3.00
- Canapés (from)..... £4.00
- Additional Teas and Coffees..... £1.50
- Sandwiches (from) ..... £4.50
- Danish Pastries..... £1.95
- Speciality Sweets (per bowl)..... £4.95
- Fresh Orange Juice ..... £1.95
- Classic Fruit Bowl..... £12.95  
(serves 6, includes: apples, bananas, oranges and grapes)
- Exotic Fruit Bowl ..... £17.95  
(serves 6, includes: as above with pineapple, galia melon, strawberries and kiwi fruit)
- Sliced Meat platter (serves 6)..... £19.95
- Llechwen Hall Cheese Board (serves 4)..... £22.95

## audio visual equipment

An LCD projector, screen and flipchart with pens is included in our set delegate packages. However extra equipment can be requested using the price list below. If you require an item not listed, please ask a member of our team.

- LCD Projector & Screen..... £59.00
- Projector Screen..... £15.00
- Flipchart and Pens ..... £10.00
- Microphone and PA system (from) ..... £79.00
- Laptop/Notebook Computer ..... £75.00
- Television & DVD ..... £40.00
- Photocopying (per A4 page)..... £0.15
- Fax (per A4 page) ..... £0.35
- Email (per email)..... £0.35
- Secretarial Service (per hour)..... £15.00

## team building activities

Our staff are more than happy to arrange team building and motivational days for your event. Activities are available on the hotel grounds and nearby. Please ask for further details.

# A FEW TESTIMONIALS...

*"We recently ran our annual product launch workshop followed by a 3-course meal at Llechwen Hall Hotel and were genuinely impressed with the level of service and quality of food provided. From our initial enquiry up to the evening itself, our requirements were catered for and expectations met.*

*We would happily recommend Llechwen Hall to other local businesses as a conference or function venue."*

**Mr A Cromack**

Customer Services Manager  
**VK DIRECT LTD**

*"Excellent facilities and very helpful staff- we would certainly recommend Llechwen Hall to anyone who is planning to hold a conference and will certainly use it again for our conference needs"*

**Mrs H High**

Practice Manager  
**PEMBROKE DESIGN LTD**

*"I recommend Llechwen Hall and Restaurant to anybody who is looking to put on training events. The staff have almost an intuitive understanding of what is required, and can be trusted to deliver against the brief set. It's just fabulous to be able to trust that things will be perfect on a training day without having to do a call every few days just to confirm that everything is in place...Thank you for the great service"*

**Mr G Savva -**

Managing Director  
**IT TAKES... 7 SECONDS LTD**

*"Llechwen Hall has always provided our team with a range of high quality services in a most beautiful location. Whether it has been a networking event, accommodating a visitor, or a bolt hole for a 'blue-sky thinking session', the peace and comfort of Llechwen and its friendly staff, has made it the first choice for us."*

**Mrs P Voisey**

Business Incubation Manager

**UNIVERSITY OF GLAMORGAN COMMERCIAL SERVICES**

# BUSINESS SOCIAL EVENTS...

## **business events in style**

Far more than just a conference or meeting venue, Llechwen Hall offers a fantastic location for business social events.

Host an award ceremony complete with stage, PA system and projector screen in our glamorous Garden Marquee, or enjoy an exquisite gala dinner, with sumptuous food and glorious entertainment.

Rest assured that with years of event experience at Llechwen Hall, our team will help plan your event every step of the way and make sure everything runs smoothly.

## **entertainment to match**

To really create that extra “wow” at your event we can arrange all kinds of entertainment on your behalf. Casino tables, chocolate fountains, ice sculptures and photo booths are just a few of our options. Just let us know what you have in mind!

## **how to enquire**

To enquire about your social event and the possibility of using Llechwen Hall as your venue, please call us on 01443 742 050 or email [enquiries@llechwenhall.co.uk](mailto:enquiries@llechwenhall.co.uk)

# SAMPLE BUSINESS ITINERARY...

A member of our team will be happy to discuss how we can tailor your business event to your exact requirements. Here is an example of a business itinerary to help give you some ideas of how to take full advantage of Llechwen Hall for your event.

## example conference for 40 delegates

---

<b>Arrival</b>	Be welcomed via a dedicated entrance to your suite and enjoy a breakfast roll with tea, coffee and a selection of fruit juices.
<b>Morning Session</b>	Guests are invited to take their seats in the Nelson Suite for a boardroom style meeting complete with projector and screen for a presentation.
<b>Mid-Morning Break</b>	Break with freshly brewed tea and coffee served with a selection of biscuits.
<b>Lunch</b>	Be served a specially prepared working buffet lunch.
<b>Afternoon Session</b>	Continue in the afternoon with a team building exercise on the garden lawn and nelson suite terrace.
<b>Afternoon Break</b>	Break with freshly brewed tea and coffee served with a selection of biscuits and homemade welsh cakes.
<b>Evening Event</b>	Indulge in a sumptuous 3-course dinner served in the glorious setting of the Oak Beam Orangery.

---

# TERMS AND CONDITIONS...

## Confirmation

- Any booking made is taken with the understanding that these terms and conditions have been read and accepted.
- The Organisation and/or individual in whose name the booking is made, unless stated otherwise, will be considered the Client and shall be either jointly or completely liable in respect of the booking.
- A provisional booking can be made for the available date of your choice and will be held for a maximum of 7 days. After which, a signed confirmation together with a non-refundable, non-transferable deposit of 25% of the rate quoted will secure your booking.
- If the deposit required is not received within 7 working days of the provisional booking being made, the booking will be cancelled and the date released.
- All the clients requirements, contact details and selected payment options e.g. settle on departure, invoice to account, establish new credit account, must be detailed on the booking form at the time of provisionally booking.

## Terms of Payment

- Standard Payment Plan:
 

Deposit	25% of the rate quoted
Settle on departure (on date of conference)	100% of the rate quoted
Settle on existing account (14 working days after date of conference)	100% of the rate quoted
Settle on new account (14 working days after date of conference)	100% of the rate quoted
- Once you have secured your booking and the hotel has accepted your chosen method of settling the balance, you will receive your proforma invoice.

- The final invoice will be given to the Client on departure and must be settled using the payment option selected on the booking form.
- If the Client has chosen to settle the invoice through their account, it is our policy that the amount outstanding must be paid within 14 working days of the date of the conference.
- These prices are valid until 31st December 2015. Conferences held later than this date should add a supplement of approximately 10% per delegate.
- Any accommodation being held must be guaranteed with a credit card. Rooms not guaranteed will be released for resale 28 days prior to your conference date.
- All our prices are inclusive of VAT. Should the percentage of VAT change, after booking but prior to the event, our prices will change accordingly.
- We reserve the right to amend our prices.

## Amendments and Cancellations

- In the unfortunate circumstance that you have to cancel or postpone your conference date at any time prior to the event, the hotel will make every effort to re-sell the facilities on your behalf. In the event of the hotel being unsuccessful in reselling the cancelled or amended booking, cancellation charges will be made as follows:

Period of Notice	Total Number of Guests		
	0-30	30-90	90+
Between 6-12 months	NA	NA	25%
Between 3-6 months	NA	25%	50%
Between 1-3 months	25%	50%	75%
1 month or less	50%	75%	100%

- All amendments or cancellations must be confirmed in writing and acknowledged by the hotel.

## Amendments or Cancellations by the Hotel

- The hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of:
  - Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connection with the booking.
  - If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
  - If the hotel becomes aware of any alteration in the client's financial situation.
  - We reserve the right to cancel any reservation, without prior notice, should any of the terms & conditions not be strictly adhered to.

## Extras

- Our full Wine List is available on request. If you wish to provide your own alcohol, the following corkage fees will apply and be charged in advance:
 

750ml bottle of red, white or rose wine	£12.50 per item
750ml bottle of sparkling wine	£15.00 per item
Any bottle of spirits	£50.00 per item
- Any guest found bringing alcohol onto the hotel premises will have said alcohol confiscated and be charged accordingly.
- No external caterers or guests own food stuffs are permitted. Any external food found on the premises will be removed. This does not include corporate gifts.

# TERMS AND CONDITIONS CONTINUED...

## Entertainment

- No fireworks are permitted on the premises. A £250.00 fine will be enforced if fireworks are used.
- For all live entertainment we require that our noise limiting equipment is used, that we obtain all relevant insurance documents and that the permission of Llechwen Hall is sought in writing prior to any booking being made. We also require that all electrical equipment is PAT tested.

## Health & Safety

- The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation. Further information and health and safety equipment is available from reception/member of the conference team.

## Damage & disruptive behaviour

- Any damage to Llechwen Hall property must be paid for and is the responsibility of the client. This will be charged at repair costs plus external contractor rates. A credit card number is required in line with this policy.
- Llechwen Hall operates a zero tolerance policy on disruptive behaviour towards other guests and staff. Any guests who behave in an unreasonable manner will be asked to leave the premises.
- The client agreeing to these terms accepts responsibility and liability for any damage, disruption to normal business, and/or costs involved in reparation to the hotel and/or any third party resultant from unacceptable, negligent or reckless behaviour of any guests attending.

## General

- The conference delegate packages are set options. You

may add to the packages with our optional extras but the packages may not be reduced.

- We reserve the right to amend our booking terms & conditions and to enforce said changes and amendments to existing and provisional conferences. However signed booking terms & conditions in force at the time of payment of the requisite deposit will be honoured if and when the contents of the expired terms and conditions are not in conflict with the hotels interests.
- Please note arrival times are important as there may be more than one function/conference per day.
- Abandoned personal items can only be stored at the hotel for a maximum of 48 hours after the date of your conference. The hotel does not accept responsibility for any breakages or losses of personal possessions.
- Conference equipment may be delivered to the hotel prior to the conference date. Llechwen Hall Hotel accepts no liability for the loss or damage of said equipment.
- Unfortunately we do not offer early check-in facilities to hotel guests unless this has been agreed in writing between the client and an authorised representative of the hotel. If you or your guests wish to stay at the hotel the day before the conference date, we can offer a room at a discounted rate (subject to availability).
- If the hotel is prevented or hindered from carrying out any of its obligations by circumstances beyond its reasonable control, including but not limited to government interventions, strikes or labour disputes, actions, Acts of God, national or local disasters or War, then Llechwen Hall's liability to the client shall be no greater than the amount actually paid by the client to the hotel in respect of the event.

## I have read, understood and agree to the Terms and Conditions:

Date: .....

Client Signed: .....

Printed: .....

Date of Conference: .....

Hotel: .....

Printed: .....

**Llechwen Hall Hotel & Restaurant**

Llanfabon, Nr. Pontypridd, Mid Glamorgan, CF37 4HP

t: 01443 742 050 | [weddings@llechwenhall.co.uk](mailto:weddings@llechwenhall.co.uk)

[www.llechwenhall.co.uk](http://www.llechwenhall.co.uk)