



Llechwen Hall

CONFERENCES

welcome to llechwen hall hotel...

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.

Located just 20 minutes from Cardiff, Llechwen Hall is a charming country house hotel set in six glorious acres, overlooking 3 of the Welsh Valleys, to Brecon and beyond.

The grounds of Llechwen Hall are at your disposal for activities and team building exercises whilst we have a number of conference rooms suitable for your criteria.

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.

Plus with the options of fine dining in the Oak Beamed Restaurant, staying in one of our 20 individually appointed bedrooms complete with complimentary Wi-Fi and ample free onsite parking for up to 100 cars, Llechwen Hall is the Cynon Valley's best kept secret.

We'll be there for you

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 team member for ideas and the support you require.

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 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.
- Working Finger Buffet Lunch.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Homemade Welsh Cakes served mid-afternoon.

£29.95 per person

Half Day 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.
- Working Finger Buffet Lunch.

£23.95 per person

Residential 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.
- Working Finger Buffet Lunch.
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Homemade Welsh Cakes served mid-afternoon.
- Table D'hôte dinner with Freshly Brewed Coffee
- One night's accommodation with Full Welsh Breakfast.

£99.00 per person

Please note: A two course lunch is available at a supplement of £3.00 per person and a three course lunch at a supplement of £5.00 on both the Day and Half Day Delegate Packages.

The Day and Half Day Delegate Packages apply to a minimum of 6 delegates.

A single occupancy rate is also available at a supplement of £20.00 per person with the Residential Package.

breakfast delegate packages...

No matter what your preference, your business colleagues can enjoy a selection of breakfast packages 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 (see table)

Conference Breakfast Menu	Price per Delegate
Full Welsh Breakfast with Unlimited Tea or Coffee	£16.95
Continental Breakfast with unlimited Tea or Coffee	£15.95
Working Breakfast with a selection of Breakfast Rolls, Toast, Croissants, Muffins, Danish Pastries and unlimited Tea or Coffee	£17.45
Country Living Healthy Breakfast with a choice of Muesli, Yoghurts, Fruit juice, Fresh Fruit and unlimited Herbal Teas or Decaffeinated Coffee	£16.95

Additional Conference Breakfast items	Price per Delegate
Orange juice	£1.50
Bacon/ Sausage or Egg Roll	£3.95
Danish Pastries/Croissants	£1.95
Muffins	£1.95

our conference and function 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 suits your requirements best.

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.


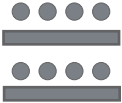




The Nelson Suite

This 300 year old room is situated at the rear of the Main House. It has a separate entrance, bar, it's own restroom facilities, and looks out upon the terrace and hotel gardens: to which it has ample access. The Nelson Suite is a large, versatile conference suite that can comfortably cater for up to 80 delegates.

The Oak Beamed Restaurant

This popular suite is full of history and character. The Oak Beamed Restaurant makes a delightful meeting room for up to 20 delegates as well as a fitting 'break-out' room. (Please note that this room is accessed by a few steps and may not be suitable for delegates with disabilities).

room capacities...

		The Nelson Suite	The Garden Marquee	Oak Beamed Restaurant
Theatre		80	300	25
Classroom		40	250	20
U-shape		35	40	12
Boardroom		40	50	15
Hollow Square		40	80	15
Caberet		80	300	20
Dinner Dance		80	300	NA
Drinks Reception		80	350	32

Still not sure?

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

room hire & dimensions...

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 from 8.30am- 5.00pm. Half days are available for a maximum of 4 hours.

	The Nelson Suite	The Garden Marquee	Oak Beamed Restaurant
Full Day rate (room only hire)	£225	£499	£99
Half Day Rate (room only hire)	£135	£299	£59

Dimensions

Width (m)	4.8	9	5.5
Length (m)	17.5	24	8.6
Electrical Sockets	7 double	16 double	1 double

optional extras...

Food Options

Meals or working finger buffets are included in our set delegate packages. However our food options can be purchased separately or added to any set package.

Additional Teas and Coffees	£1.50pp
Sandwiches from	£4.50pp
Danish Pastries	£1.95pp
Speciality Sweets	£4.95 per bowl
Fresh Orange Juice	£7.00 per jug
Classic Fruit Bowl (serves 6, includes: apples, bananas, oranges and grapes)	£12.00 per bowl
Exotic Fruit Bowl (serves 6, includes: as above with pineapple, galia melon, strawberries and kiwi fruit)	£19.00 per bowl
Selection of Sliced Meats (serves 6)	£24.95 per platter
Additional Working Buffet Lunch	£12.95 pp
Additional Two Course Lunch	£14.95 pp
Additional Three Course Lunch	£19.95 pp

Audio Visual Equipment

Flipcharts and a LCD projector are provided as standard in our delegate programmes. However they and additional equipment can also be hired separately.

LCD Projector & Screen	£49.00
Screen	£10.00
Flipchart and Pens	£5.00
Microphone and PA system	£59.00
Laptop/Notebook Computer	£75.00
Television & DVD	£20.00
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 at reception for further details.

delegates restaurant menu...

For those wishing to dine at the hotel, the chef offers menus to suit any conference. Choices include a Working Finger Buffet Lunch, a Two Course Lunch and Table D'hôte Dinner. 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).

Two Course Lunch

Includes one hot main dish and a seasonal dessert to finish. Example dishes include:

- Pan fried Fillet of Salmon with White Wine, Chive Cream Sauce, served with New Potatoes and Seasonal Vegetables
- Roast Supreme of Chicken with Lardons of Bacon, Roast Shallots and Mushroom jus.
- Llechwen Hall Sticky Toffee Pudding, served with Vanilla Ice cream.
- Baked Cheesecake, with fresh Berries and Raspberry Coulis.

Working Finger Buffet Lunch

- A selection of open and closed sandwiches.
- Fruit platters
- Oriental Snacks (e.g. Samosas, Spring Rolls, Prawn toast etc)

Please note

These menus are available on our delegate rates (a Two Course and Three Course Lunch are available at a supplement).

Our chef is happy to cater for any dietary needs or requirements which you may have.

Please do not hesitate to enquire when making your booking. For that extra special event Llechwen Hall is also pleased to offer tailored menus.

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

"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

"Welsh hospitality at its best"

ASTROLEC - September 2012

"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

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 2014. Conferences held later than this date should add a supplement of approximately 10% per head.
- 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:

- a. Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connection with the booking.
- b. If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
- c. If the hotel becomes aware of any alteration in the client's financial situation.
- d. 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.

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 and that we obtain copies all relevant insurance documents.

terms and conditions continued...

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.

Continued...

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 loses 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:

conference booking form...

Please complete the attached booking form and return to Llechwen Hall Hotel. Once this form has been counter-signed by the hotel and your deposit has been received, your conference booking will be secure.

Date of Conference	
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Name of Client

Name of Business (if applicable)	
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Contact Address

Contact Telephone number	
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Contact Email Address

Method of Payment	<input type="checkbox"/> settle on departure <input type="checkbox"/> invoice to account please provide account ID: <input type="checkbox"/> establish new credit account
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Date:

Client Signed*:

Printed:

*Please note that by signing the conference booking form, you are agreeing to the conference terms & conditions

Function Room Required	
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Total Number of Guests

Room to be secured from (include set up/close down)	From:	Till:
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Room Layout Required

Equipment Required	
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Package selected/bespoke

Day Planner

Client time of arrival	
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Guests time of arrival

Time of arrival Tea/Coffee	
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Time of Lunch

Location of Lunch (served in function room or restaurant - subject to availability)	
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Time of Afternoon Tea/Coffee

Additional Requirements	
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Llechwen Hall Hotel & Restaurant
Llanfabon, Nr. Pontypridd, Mid Glamorgan, CF37 4HP
t: 01443 742 050 | weddings@llechwenhall.co.uk
www.llechwenhall.co.uk