



ANNEBROOK HOUSE HOTEL

CONFERENCE ROOM HIRE 2023

SUITE	FULL DAY HIRE	HALF DAY / EVENING HIRE
Ballroom (Edgeworth & O'Connell)	€450	€300
Edgeworth Suite	€350	€250
O'Connell Suite	€180	€110
Barlow Room	€180	€110
Boardroom	€110	€80
Reading Room/Drawing Room	N/A	€60

Conference & Banqueting Suites

Suite	Theatre	Classroom	Boardroom	U-Shape	Banquet / Cabaret	Natural Light	Sound System	Screen	Projector
Ballroom	250	80	40	40	200/160	✓	✓	✓	✓
Edgeworth Suite	220	80	30	30	120/100	✓	✓	✓	✓
O'Connell Suite	50	20	20	24	40/30	✓	✓	✓	✓
Barlow Room	70	20	28	30	40/30	✓	✓	✓	✓
Boardroom			12			✓	Portable	✓	Portable
Reading/Drawing Room	Informal							✓	Portable



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Equipment Hire Rates

Included in your room hire rate:
Projector & Screen, Jugs of water, Flipcharts, Pens & Pads (on request)
Complimentary Onsite Parking, Wifi

Catering Rates 2023

❖ Tea/Coffee per person per session	€2.80
❖ Tea/Coffee & Cookies per person per session	€3.50
❖ Tea/Coffee & Pastry or Scones per person per session	€6.00
❖ Selection of Freshly Cut Sandwiches, Tea/Coffee	€9.00
❖ Soup, Selection of Freshly Cut Sandwiches, Tea/Coffee	€11.00
Berty's Bar - Carvery Self Service Conferencing Special	
❖ Main Course & Tea/Coffee	€13.50
❖ Main Course, Dessert & Tea/Coffee	€18.50
The Old House Restaurant / Private Dining*	
❖ Main Course & Tea/Coffee	€15.50
❖ Main Course, Dessert & Tea/Coffee	€21.50
❖ Starter, Main Course, Dessert & Tea/Coffee	€26.50
❖ Light Continental - Tea/Coffee/Orange Juice/Pastries	€ 8.50
❖ Full Irish Breakfast	€11.50
❖ Mini Breakfast	€ 9.95
❖ Jug of Fresh Orange Juice (serves up to 8)	€9.00
❖ Bowl of Fresh Fruit	€12.00

* Groups who wish to dine in a private room - sample menus available on request.



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Meetings & Conference Booking Terms & Conditions

Confirmation by the Client

All bookings are considered as provisional until the booking is confirmed by email. The booking email will act as a contract between Annebrook House Hotel and the client.

Final set up, times, numbers, menus and special requirements must be confirmed at least 72 hours prior to the event.

Required Information

In order for your event to run smoothly, we need as much information as possible. Please tell us about all your requirements prior to the event so that we can ensure that we have the staff and resources to meet all your needs.

In order to book a conference space, you will have to provide the following information:

- 1. The email/contact details of the person responsible on the day of the event (speaker/trainer/facilitator).*
- 2. Date and time of event.*
- 3. Number of attendees/trainees.*
- 4. Equipment requirements (to include flipcharts and any AV equipment required).*
- 5. Catering requirements.*
- 6. Tea/coffee requirements.*
- 7. Set up of room (theatre, classroom, etc).*
- 8. Billing information/PO number where applicable.*

The capacity of rooms may vary according to room set up; therefore, this should be agreed at time of booking.

Depending on the time of year and demand on rooms the Annebrook House Hotel reserve the right to amend the booking to a more appropriately sized room to meet room booking demand.

Prior to the event, trainers and facilitators are welcome to call to the premises to familiarise themselves with room layout or discuss any additional requirements with the event's coordinator.

It is best to agree room set up prior to the event to ensure that all your requirements are met and your room meets your expectations.

Amendments or Cancellation made by the Client

In the unfortunate circumstance that you have to cancel, postpone or amend your confirmed booking, please ensure you give at least 72 hours' notice via email. If less than 72 hours' notice is given for cancellation or postponement then the full charge of the booking will be incurred. This may also include any food ordered.

Should the client make significant changes to the original booking-i.e expected number of guests, or facility requirements this may result in amendments in the rates and/or facilities offered by Annebrook House Hotel.

Amendments or Cancellation made by the Annebrook House Hotel

Annebrook House Hotel shall not be held liable for any failure to provide facilities, services, food or beverage as a result of events or matters outside its control.

However, In the event of your meeting/conference not being able to take place as a result of hotel closure due to government restrictions, all money paid by the client shall be returned in full. A postponement will be offered subject to hotel availability. If a postponement is not feasible for the client, the cancellation fee above will not apply.

Annebrook House Hotel reserves the right to amend charges of products and services being supplied to the client, in the event that governmental alterations such as VAT or unforeseen supplier increases due to market demand and or lack of supply of products

Hotel Policies

Annebrook House Hotel will not be held liable for any loss, damage or theft to property owned by the client or delegates before, during or after the meeting/conference.

Annebrook House Hotel does not take responsibility for belongings or equipment left on the premises. Please ensure you collect all equipment before leaving the hotel.

Car Parking

On-site parking is complimentary for all delegates attending an event here in the Annebrook House Hotel. Delegates will need to validate their ticket on departure.

Accommodation

If you require accommodation for your delegates, please ensure that this is discussed with the event coordinator and that accommodation requirements are highlighted at an early stage. Late arrangements for same may lead to disappointment where accommodation is concerned.

The purchase order/credit card number you provided at the time of booking guarantees your reservation with us. In the event of a cancellation of your booking up to 24 hours prior to your arrival date, there will be no charge. Cancellation made within 24 hours or a non-arrival will result in one night's accommodation being incurred