



Meetings & Events at The Belvedere Hotel

Dear Guest,

Thank you for your interest in hosting your next meeting or event at The Belvedere Hotel. Our great central location in Dublin city has made us a popular choice of meetings and our focus is on making each event a success.

In the enclosed pages you will find information on both our meeting rooms, The Michael Collins Room and The Parnell Room. We can accommodate up to 70 guests for a meeting at the hotel and all within a self-contained area with very good space for refreshment breaks, exhibition areas and breakout room.

The hotel offers 92 guest rooms offering well appointed accommodation, broadband access, welcome tea/coffee tray and iron/ironing board/trouser space. All public areas offer free Wi-Fi access and guests can enjoy breakfast in Belvedere Room and our lunch & dinner menu in The Poet's Lounge.

If you would like to arrange a show around of hotel and meeting space, please do let us know and we will be happy to do so.

In the meantime, we look forward to being of service.

Yours sincerely,

Niamh Fitzpatrick

Grainne Coles

Niamh Fitzpatrick
General Manager
E. nfitzpatrick@belvederehotel.ie
T. (01) 873 7710

Grainne Coles
Reservations Manager
E. gcoles@belvederehotel.ie
D. (01) 8737707

The Michael Collins Room

Accommodating up to 70 guests in theatre style set-up, The Michael Collins Room is located just adjacent to Belvedere Lounge, overlooking North Great Georges St. With high ceilings and excellent natural daylight, this room is ideal for full day meetings, events and seminars. The adjoining Belvedere Lounge is perfect for relaxing coffee breaks and Wi-Fi access for catching up on emails, etc.

Hire charge of Michael Collins Room includes screen, LCD projector and flipchart/markers. All tables are set with notepad, pens, iced water.

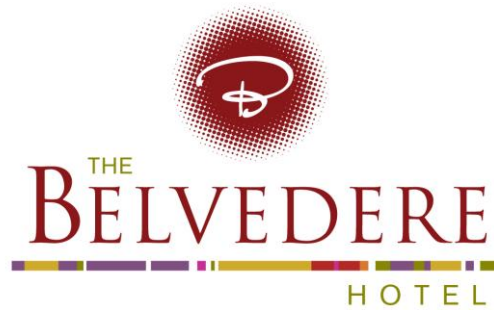
Room hire – Full day	Half-day	Hourly Rate
€150	€75	€25

The Parnell Meeting Room

Accommodating up to 60 guests in theatre style set-up, The Parnell Room is located just off the hotel reception area. This room is ideal for full day meetings, events and seminars. The adjoining Belvedere Lounge is perfect for relaxing coffee breaks and Wi-Fi access for catching up on emails, etc.

Hire charge of Parnell Room includes screen, LCD projector and flipchart/markers. All tables are set with notepad, pens, iced water.

Room hire – Full day	Half-day	Hourly Rate
€150	€75	€25



Refreshment Options

Morning Break Options

Tea/Coffee & Biscuits €3.00 per person, per serving

Tea/Coffee & Scones or Croissants €4.00 per serving

Afternoon Break Options

Tea/Coffee & Biscuits €3.00 per person per, per serving

Selection of Sliced Fresh Fruit, Tea/Coffee & Mini Chocolate Bars €4.00 per person

Working Lunch Menu

Soup and Sandwiches option at €6.50 per person

Sandwiches and choice of Tea or Coffee €5.00 per person

This can be served in your meeting room for your convenience or in our restaurant.

Pub Lunch Options

1 Main Course, Soft Drink or Tea/Coffee €9.50 per person

2 Course Menu, Soft Drink or Tea/Coffee €12.50 per person

This can be served in a reserved area of our Pub or our restaurant.

Dinner Menus

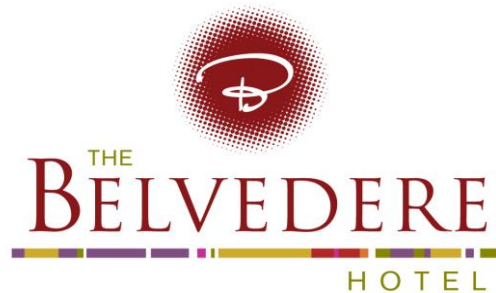
3 course set dinner menu €15.00 per head

3 course dinner menu with choice of 2 options in each course €18.00 per head

3 course dinner menu with choice of 3 options in each course €22.50 per head

All above include freshly brewed coffee and tea

Please see sample menu attached



MENU

Freshly Made Soup of the Day

Served with Brown bread

Golden Fried Seafood Cakes

Served with Sweet Chilli dipping sauce

Garlic Bread

Topped with Mozzarella Cheese

Battered Fillet of Cod in Crispy Guinness batter

Served with Fries & Tartare sauce

Pan Fried Breast of Chicken

Stuffed with Black Pudding wrapped in bacon with Chive cream sauce

Penne Pasta

Served with Tomato & Herb Sauce

Warm Apple Pie, Ice Cream

Baileys Cheese Cake

Chocolate Fudge Cake

Freshly Brewed Tea & Coffee

€22.50 per person, add a glass of wine for €3.00 per person



Private Function Room

Our completely private function room can facilitate parties for up to 150 people. It has its own bar, dance floor, restrooms and separate entrance to main hotel or bar.

We provide complimentary security for your event, AV equipment is also available for your special occasion if required.

Party Packages From €400.00

Includes:

- Exclusive use of room
- Selection of Hot & Cold Finger Food
- 1 Bottle of Bubbly to celebrate your special event

Price: €400.00

Upgrade Your Package to €650.00

- Exclusive use of room
- Selection of Hot & Cold Finger Food
- 1 Bottle of Bubbly to celebrate your special event
- House DJ

Price: €650.00

We are also delighted to offer your party our most competitive rooms rates should you require over night accommodation.

Both packages are based on 100 people. Please note 50% non refundable deposit required to secure booking.

Credit Card required for any incidentals.



Credit Card Charge Authorization.

Guest Name: _____

Reservation Number: _____

Date of Arrival: _ _ / _ _ / _ _

No of Nights:

Please place the following charges to credit card.

- Bed & Breakfast**
- Room Only**
- All Charges**

(Please tick)

Card Type: (Please circle) - **Visa** - **MasterCard** - **Laser** - **American Express**

Credit Card Number: _____

Expiry Date: ____ / ____ / ____

Security Code: _____

Card Name: _____

I here by authorize the charges above be applied to the credit card provided.

Print Name: _____

Signature: _____

*** Please note no bookings will be confirmed unless the above is completed, signed and a photocopy of the front and back of the card along with the cardholder's ID being attached.**

This must be returned to hotel 24 prior to arrival of the booking. Fax: 00353 1 8737776

Bardolet Ltd

Belvedere Hotel

Company Registration No.468672