

CONFERENCES

The Atholl Hotel is the ideal conference venue - conveniently located in the West End of Aberdeen, off the main ring road and within easy access of the Airport and City Centre. The Hotel has a large private car park at the rear of the building. There are two meeting rooms situated on the first floor, which are tastefully decorated, airy and have plenty of natural light. Both rooms also benefit from ADSL, high-speed broadband Internet access.

Whatever the function - board meeting, training course or seminar - you can be assured all your needs will be catered for. The conference tutor/organiser will be met by a member of staff to confirm the timings and arrangements for the day and will be on hand for the duration of the function. A full support service is available including photocopying, fax and secretarial.

To simplify your budget we offer 8 hour and Residential delegate packages. A supplement room hire charge is applicable for parties of less than 10 delegates.

ADSL

(ASYMMETRIC DIGITAL SUBSCRIBER LINE)

As an additional service to our guests, we have recently installed ADSL points in all our 34 bedrooms and both our Function Suites providing high-speed broadband Internet access. This facility is available at no extra charge. Details on how to set up and configure a laptop computer for connection to the internet using the Atholl's internal networking infrastructure are available at reception or can be sent by fax or e-mail attachment direct.

While The Atholl Hotel has set-up the ADSL service in such a way as to offer a degree of protection against abuse for users, the management accept no responsibility for damage to, or loss of data on, any equipment during configuration for use of ADSL or when using ADSL while on the premises.

This service is offered to users on the basis that they accept full responsibility for ensuring that their own data is backed up and securely protected from harmful attack either by software viruses or other network/internet users.

N.B Both our function rooms are located on the first floor and unfortunately we do not currently have a lift.

CONFERENCE RATES

8 HOUR DELEGATE RATE - £36.00 per person

(based on minimum 10 delegates)

Hire of Conference Room OHP Mineral water and cordials Pads, paper and pens
Equipment: TV&Video/DVD, /Screen, Flipchart, ADSL line
Fruit Basket Tea/Coffee/Fruit Juice on arrival Midmorning coffee & Danish
Pastries or Croissants 2 course lunch with coffee & mints Afternoon Tea

Options for lunch include 2-course lunch with coffee in restaurant, 2-course fork buffet with coffee served in meeting room or finger buffet with coffee served in meeting room. Fork and finger buffet options are limited to a minimum of 10 delegates

RESIDENTIAL DELEGATE RATE - £160.00 per person

As per 8 hour delegate rate plus the following;

2 course dinner with coffee Luxury accommodation Full Scottish breakfast

SEATING CAPACITY

<u>OAKHILL</u>	<u>BEECHGROVE</u>
Boardroom.....14	Boardroom.....26
U Shape..... 12	U Shape..... 24
Theatre.....35	Theatre..... 55
Informal Reception.....30	Informal Reception..... 60
Formal Dinner.....30	Formal Dinner..... 56

ROOM HIRE CHARGES

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OAKHILL ROOM

1/2 Day Hire (8AM - 12PM/ 1PM - 5PM).....£105.00
Full Day Hire (9AM - 5PM).....£155.00
Evening Hire (6PM - 10PM)..... £105.00

BEECHGROVE SUITE

1/2 Day Hire (8AM - 12PM/ 1PM - 5PM)..... £130.00
Full Day Hire 9AM - 5PM)..... £250.00
Evening Hire (6PM - 10PM).....£130.00

EQUIPMENT HIRE

*Flip chart stand
(Including paper & pens)£15.00*
TV£35.00
Video/DVD.....£15.00
OHP & Screen£25.00
PC Projector £125.00

SAMPLE DELEGATE LUNCH MENUS

SAMPLE DELEGATE 2 COURSE LUNCH

*Served in the Restaurant,
with the option of either starter, main course and coffee or main course, sweet and coffee*

*HOMEMADE SCOTCH BROTH
Served with crusty roll and butter*

*PRAWN PLATTER (G/F without bread)
Cold water prawns masked in a Marie Rose sauce garnished with buttered brown bread*

*GOBLET OF WATERMELON, PINEAPPLE AND KIWI (V)
Topped with lemon sorbet, drizzled with rosemary syrup
~ooOoo~*

*DEEP FRIED HADDOCK
Fillet of haddock in our own crispy batter, served with tartare sauce*

*ROAST BUCHAN CHICKEN
Roast breast of chicken served with bacon, chipolata and skirlie*

*BEEF OLIVES
Filled with haggis and topped with an onion gravy*

*CURRIED PUMPKIN RISOTTO FRITTERS (V)
Lightly breaded and oven baked, garnished with red pepper and hazelnut salad
finished with a grain dressing
~ooOoo~*

*ASSORTED ICE CREAMS AND SORBET
Served in a brandy basket*

*VANILLA FUDGE CHEESECAKE
With peanut butter ice-cream*

*PROFITEROLES
Filled with raspberry cranachan glazed with hot chocolate sauce
~ooOoo~*

TEA, COFFEE & MINTS

SAMPLE DELEGATE 2 COURSE FORK BUFFET & COFFEE
Served in meeting room and only available for a minimum of 10 delegates

*SMOOTH CHICKEN LIVER PATE
Served with highland oatcakes and Cumberland sauce*

*CARROT AND CORIANDER SOUP (V)
~ooOoo~*

*BAKED LASAGNE VERDI
Vegetarian Option also available*

CHEF'S CURRY - CHICKEN OR VEGETABLE
Served with poppadums, condiments and rice

STEAK AND ALE CASSEROLE
Rich casserole of beef flavoured with root vegetables topped with herb dumplings

CHILLI CON CARNE
Topped with grated cheese and served with tortilla chips and rice
Vegetarian Option also available

Tossed Salad Boiled Rice Baked Potatoes
~ooOoo~
TEA, COFFEE & MINTS

SAMPLE DELEGATE FINGER BUFFET & COFFEE

Served in meeting room and only available for a minimum of 10 delegates
CHICKEN TIKKA SKEWERS

SWEET POTATO WEDGES WITH MINTED YOGHURT

CAJUN ROASTED CHICKEN WINGS

INDIVIDUAL SPANISH QUICHE

INDIVIDUAL QUICHE LORRAINE

BREADED SMOKED HADDOCK GOUJONS

ASSORTED SANDWICHES

"THE LITTLE EXTRA'S"

The following options can be provided in addition to the standard delegate catering choices or to those clients booking a meeting room on room hire only.

Prices are per person, per serving

<i>TEA or COFFEE</i>	<i>£2.55</i>
<i>TEA, COFFEE AND BISCUITS</i>	<i>£2.95</i>
<i>TEA, COFFEE AND HOMEMADE SHORTBREAD</i>	<i>£3.05</i>

TEA, COFFEE AND SANDWICHES	£5.65
BACON ROLLS	£2.85
EGG ROLLS	£2.85
SAUSAGE BUNS	£2.85
CROISSANTS	£1.80
PLATTER OF FRESH FRUIT	£2.00
ABERDEEN ROWIES	£1.55
CEREAL BARS	£1.25
DANISH PASTRIES	£2.05
ASSORTED DOUGHNUTS	£2.55
STOVIES, OATCAKES & BEETROOT	£6.65
JUGS OF FRESH ORANGE JUICE	£5.10
BREAKFAST BUFFET (Selection of bacon, egg or sausage rolls, croissants, Danish pastries, tea, coffee and jugs of fruit juice)	£10.75

TERMS AND CONDITIONS

Charges and Payments

- 1 The Hotel requires at least 14 days notice prior to arrival date to arrange any credit facilities. Credit accounts must not exceed their credit limit at any time.
- 2 Payment is due for credit accounts 14 days following the date of invoice.
- 3 In the event of payment becoming overdue, interest at 8% above the current payable Bank base rate, as at the date of invoice, will be added to your account.
- 4 Should a deposit or pre-payment be required for any event, this will be specified on the Contract.

Confirmation by the Client

- 5 All bookings are considered as provisional until both the Client and the Hotel sign the contract. Once both parties sign the contract, all such facilities and services reserved on your behalf will be subject to the terms and conditions of the Contract.
- 6 The Contract must be returned by the Clients and received by the Hotel within ten working days of the date of issue or, if such time is not available prior to the date of arrival, within a maximum of 48 hours. If the Hotel does not receive the Contract within this period, the Hotel reserves the right to release the provisional booking and re-let the facilities.

- 7 Numbers must be advised to the Hotel at the time of verbal reservation and will be identified on the Contract. Final timings, menus and any special requests must be confirmed to the Hotel at least 10 days prior to arrival.

Amendments by the Client

- 8 Amendments to guest numbers and/or arrangements must be confirmed to the Hotel in writing.
9 Reduction in the duration or contracted value of the booking should be subject to the Hotel's Cancellation Policy.
10 No charges will be made for any reductions in numbers of less than 10% from those stated on the Contract, providing they are received in writing by the Hotel at least 7 days prior to arrival.
11 Should a reduction in numbers of 10% or more be made at any time prior to the event, the Hotel will first endeavour to re-sell any facilities and services released to a similar value. In the event that the released facilities and services cannot be re-sold, then any reductions of 10% or more shall be subject to the Cancellation Policy, as detailed in clauses 13 - 15 below.
12 Final numbers, within the terms stated in clauses 10 and 11, must be notified to the Hotel at least 48 hours prior to arrival. These will be the minimum number for which the Client will be charged.

Cancellation by the Client

- 13 In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the Hotel will make every effort to re-sell the facilities on your behalf. The Hotel's Cancellation Policy is 90% on contracted accommodation and room hire revenue and 65% on contracted food and beverage revenue, being our loss of profit.
14 Any cancellation, postponement or partial cancellation should be advised to the management of the Hotel in the first instance verbally. You will be advised at that stage of a cancellation reference number. We also request that the Client puts cancellations in writing.
15 Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when we shall reduce the charge by the profit on any alternative business we have been able to secure on your behalf.

Amendments or Cancellation by the Hotel

- 16 a) Should the Hotel for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities.
b) Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the Hotel.
17 The Hotel may cancel the booking
a) If the booking might, in the opinion of the Hotel prejudice the reputation of the Hotel.
b) If the Client is more than 30 days in arrears of previous payments to the Atholl Hotel.
c) If the Hotel becomes aware of any alteration in the Client's financial situation.

Arrival/Departure

- 18 The bedroom accommodation is available from 2.00pm on day of arrival, and must be vacated by 11.00am on the day of departure, unless specific alternative arrangements have been agreed.
19 The meeting rooms are available for the time shown on your Contract. Any extension may incur additional charges.

General

- 20 The Hotel reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and cannot accept liability for any resultant cost.
21 Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to the Hotel, the Hotel reserves the right to terminate your stay. Should this occur, no monies will be refunded to you. The Manager's decision is final.

- 22 *The Client must reimburse the cost of repairing any damage to the property, contents or grounds by any of your guests to the Hotel.*
- 23 *No wines, spirits or foods brought in to the Hotel may be consumed.*
- 24 *The Hotel will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control.*
- 25 *The Hotel's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Hotel.*
- 26 *The Client is responsible for ensuring that any band or musician employed by them complies with statutory requirements and the requirements of the management.*
- 27 *The Hotel must comply with certain licensing and statutory regulations and requires the Client to fulfil their obligations in this respect.*
- 28 *We are concerned for your health and safety and that of our Hotel. You are required to obtain prior written approval if you wish to fix items to the walls, floors or ceilings.*
- 29 *Prices quoted include VAT at the rate prevailing when the contract was prepared and are subject to alterations should the rate change.*

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