

Conference Package

Due to its convenient airport location, Park Plaza Belfast attracts business guests from all over the world. Located in the heart of the Province and just 50 metres from Northern Ireland's only International airport, the 4 star Park Plaza Belfast offers extensive function space yet retains a cosy and local feel.

Park Plaza Belfast is one of the most popular venues for conferences and meetings with both local and national delegates; boasting 106 bedrooms and one executive suite and 10 state of the art conference suites accommodating up to 250 delegates. With boardrooms and large banqueting suites, Park Plaza Belfast can cater for any event be it conference, training seminar, private dining party, or corporate event. Each suite is fully functional with air conditioning, natural daylight, black-out facilities and sound proofed glass.

A choice of eateries including Lobby Bar and the stylish 120 seater Circles Restaurant are available to delegates and organisers who can choose from a wide range of menus that meet their needs.

Onsite car parking is offered to delegates in the hotel grounds this is a chargeable item however we can tailor packages if required to include this charge so the delegates do not have to pay individually.

You take care of business...we take care of you!

Transport Information:

On Foot:

The Hotel is a 50 metre walk from Belfast International Airport

By Air:

The Hotel is a short 20 minute taxi journey from the City Airport & Belfast City Centre.

By Coach:

A coach runs 24hrs a day departing from Belfast International Airport to the City Centre every 10 minutes (Excluding weekends & Holidays).

By Train:

Belfast Central Station is approximately 20 minutes by road.



Day Delegate Packages

Standard 4 hour Delegate Package @ £25.00 per person

Includes:

Main conference room hire

Screen in conference room

Conference stationery, mints and iced water

Tea/coffee served on arrival

Tea/coffee & Shortbread selection served mid-morning

*Two choice Fork buffet with a choice of Desserts & Tea/coffee

Complimentary Car Parking

(Minimum number of 15 people required)

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Standard 8 hour Delegate Package @ £35.00 per person

Includes:

Main conference room hire

Screen in conference room

Conference stationery, mints and iced water

Tea/coffee & Shortbread selection served on arrival

Tea/coffee & Shortbread selection served mid-morning

*Two choice Fork buffet with a choice of Desserts & Tea/coffee

Tea/coffee & Shortbread selection served mid-afternoon

Complimentary Car Parking

(Minimum number of 15 people required)

*The conference lunch/dinner option can be changed to a working buffet served in the meeting room if preferred minimum numbers of 15 people would still be required.

These are the standard packages that we offer and can be tailored to suit your needs if required

(All our Day Delegate/Residential package prices are inclusive of service and VAT)

Please be aware that the kitchen is not a nut free area

Executive & 24hr Conference Packages

Executive 8 hour Delegate Package @ £39.00 per person

Includes:

- Main conference room hire
- LCD Projector, screen and flipchart with paper & pens
- Conference stationery, mints and iced water
- Tea/coffee & bacon rolls served on arrival
- Tea/coffee & Shortbread selection served mid-morning
- *Two choice Fork buffet with a choice of Desserts & Tea/coffee
- Tea/coffee & Shortbread selection served mid-afternoon
- Complimentary Car Parking

(Minimum number of 15 people required)

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24 hour Residential Package @ £135.00 per person

Includes:

- Main conference room hire
- Screen in conference room
- Conference stationery, mints and iced water
- Tea/coffee & Shortbread selection served on arrival
- Tea/coffee & Shortbread selection served mid-morning
- *Two choice Fork buffet with a choice of Desserts & Tea/coffee
- Tea/coffee & Shortbread selection served mid-afternoon
- *Four course table d'hôte menu served in Circles Restaurant
- Overnight accommodation with full Irish breakfast the following morning
- Complimentary Car Parking

(Minimum number of 15 people required)

*The conference lunch/dinner option can be changed to a working buffet served in the meeting room if preferred minimum numbers of 15 people would still be required.

These are the standard packages that we offer and can be tailored to suit your needs if required

(All our Day Delegate/Residential package prices are inclusive of service and VAT)

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Catering Guide

Circles Restaurant Breakfast:

Breakfast £14.00

Refreshments/Tea & Coffee Breaks:

Shortbread selection served with tea/coffee & herbal teas £2.30

Range of muffins served with tea/coffee & herbal teas £3.50

Freshly prepared Danish pastries served with tea/coffee & herbal teas £3.50

Scones with freshly whipped dairy cream & jam served with tea/coffee & herbal teas ... £3.70

Bacon rolls served with tea/coffee & herbal teas £5.95

Bowl of seasonal fruits (unprepared)..... £1.50

Platter of seasonal fruits freshly prepared £2.50

Jug of Orange Cordial £3.00

Large bottle Still/Sparkling Water £3.95

Jug of Fresh Orange Juice..... £7.50

Conference lunch options for numbers of 14 people and below:

Chef's soup of the day served with bread & Irish butter, tea/coffee & herbal teas £4.95

Selection of Sandwiches (1 round per person) served with tea/coffee & herbal teas £5.95

Soup and sandwiches served with tea/coffee & herbal teas £7.90

Choice conference menu (main course & tea/coffee)..... £12.75

Choice conference menu (main course, dessert & tea/coffee)..... £16.10

Conference lunch options for numbers of 15 people plus:

Finger Buffet: (5 options served with tea/coffee) £9.95

Selection of sandwiches

Cocktail Sausages

Cocktail Sausage rolls

Chicken Goujons

Vegetable spring rolls

Fork buffet: (menu options over leaf)

Two choices of main course served with three side orders & tea/coffee..... £12.75

A Dessert can be added to your menu at an additional £3.35

Fork buffet Supplements:

Starter available on request prices vary

Third additional hot dish option (e.g. vegetarian) £4.00

(Prices shown are per person, inclusive of VAT & are subject to change without notice)

Please be aware that the kitchen is not a nut free area

Fork Buffet Menu

Please choose from the menu below.

- *Two choices of main course and three side orders with tea/coffee - £12.75 per person*
- *A Dessert can be added to your menu at an additional charge of - £3.35 per person*

Main Course Options

(please pick two choices)

Chicken stroganoff
Chicken curry
Chicken and potted vegetable casserole
Sweet and sour chicken
Beef bourgeon
Beef and mushroom pie
Beef in a sweet pepper and red onion cream
Salmon fillet with a lemon and dill butter
Salmon with stir fried vegetables
Salmon fillet with a white wine and tarragon cream
Mixed vegetable goulash
Mushroom tortellini in a spicy tomato sauce

Side Orders

(please pick three choices)

Baby boiled potato
Boiled rice
Roast potato
Creamy garlic potato
Mixed vegetables
Mixed salad (to include tossed leaves, sliced tomato, red onion & a selection of mixed dressed salads)

Desserts

A choice of dessert will be available on the day from our dessert table

To Finish:

A choice of either Tea/coffee will be available for all guests

Minimum Numbers of 15 people are required for any of the above options

(If a 2 choice menu is picked please be aware that the choices are only available on a 50/50 1st come 1st serve basis)

Please be aware that the kitchen is not a nut free area

Audiovisual Requirements

Rates (per day):

Projector Screen	complimentary
Lectern	complimentary
Stage / Dance floor.....	complimentary
Flipchart, paper and pens	£15.00 (each)
Microphones (only available in Island Suites)	£25.00 (each)
Laptop computer and Data Projector also available	rates on request

Accommodation

Special Bed & Breakfast rates are available for conference organisers & delegates.

Our 106 bedrooms include: en-suite facilities, Queen-sized beds in all rooms, welcome tray, trouser press, full black out facilities and sound-proofed windows, multi-media interactive satellite television, in-house movies.

Car Parking

Parking From £3.00 per car (approx 200 spaces)

Summary of Terms and Conditions of Booking

To make a provisional booking please contact the Sales Office. Provisional bookings can be held for 10 days unless otherwise agreed between client and hotel contact. Confirmation of bookings should be made in writing, and credit/debit card details should be given to guarantee your booking.

Final numbers for catering and billing purposes should be notified to the Hotel no later than 2 days before your event, otherwise the hotel will charge for the numbers previously notified (unless numbers are greater on the day, in which instance the larger number will be charged). Conferences should be paid in full on departure unless otherwise agreed. Credit facilities can be set up, if you wish to open an account please speak to a member of our Conference Team (Terms & conditions apply).

Cancellations should be made verbally followed by written confirmation

Cancellation charges are:

- 1 month or more prior to the event - no charge.
- 1 month to 2 weeks prior - 25% of potential charge.
- 2 weeks to 1 week prior - 50% of potential charge.
- 1 week to 48 hours prior - 75% of potential charge.
- 48 hours or less - 100% of potential charge.

Please note full terms & conditions will be issued upon provisionally booking.