

At the **Mullingar Park Hotel** every gathering is a special occasion. 'Your guests are our guests'. Whether you are organising a small meeting, a national or international conference, exhibition, gala event or private function the award winning facilities and expert team of professionals will ensure your event is a memorable success.

Located just outside Mullingar town in county Westmeath, the **Mullingar Park Hotel** is a perfectly positioned 4 Star hotel, conveniently located in the midlands at junction 15 just off the N4 Dublin to Sligo road, less than one hour from Dublin.

The 95 contemporary Guest Bedrooms and Suites are well appointed with all the necessary facilities to ensure a comfortable stay.

The **Conference Centre** can easily facilitate any size of event from a large Conference or Corporate event to a more intimate Meeting or Seminar. Fully equipped to the highest standards the Suites are well-proportioned, flexible in design and incorporate the latest in conferencing technology.

The Lir Suite a truly great conference venue located on the ground floor with a capacity for 1,200 conference delegates or 700 banquet guests. Designed to maximise natural light, together with full audiovisual facilities and air-conditioning. During the evening with curtains drawn, crystal chandeliers and candles lit, the Lir suite transforms into an atmospheric venue. The Lir suite is also divisible into 4 stand alone Suites for more intimate events, namely the Derravaragh, Moyle, Glora & Lir 1 Suite. Both the Lir & Glora Suite are complete with full Bar facilities.

Aoife Suite catering up to 120 delegates and is also divisible into Aoife I & Aoife II.

Garden Suite - overlooking private landscapes gardens, can cater up to 70 guests and is also divisible into Garden Suite I & Garden Suite II.

There is also a dedicated conference centre comprising of 8 conference suites.

Conference suites enjoy natural daylight with windows overlooking the beautiful newly landscaped gardens.

Guests are within easy distance of Championship Golf Courses, excellent Angling and a range of Equestrian activities including major race meetings.

Conference Room Capacities

Suite / Meeting Room	L x W Meters	Area Meters Squared	Ceiling Height								
				Theatre	Classroom	Boardroom	U-shape	Banquet	Ground Floor	Natural Daylight	Blackout Facilities
Lir Suite		1,025	5.7	1200	400			700	√	√	√
Lir Suite 1	21.9 x 27.4	600	5.7	600	200			300	√	√	√
Derr & Moyleglora				240	140			210	√		√
Derravaragh Suite	22.5 x 9	203	5.7	120	80	40	35	100	√		√
Moyleglora Suite	19.5 x 11.4	222	5.7	120	60	60	50	110	√		√
Moyle Suite	11.4 x 10.9	124	5.7	70	40	40	35	60	√		√
Glora Suite	11.4 x 8.6	98	5.7	50	20	20	15	50	√		√
Aoife Suite	15.3 x 12.9	197	3.2	120	60	40	35	100	√		√
Aoife Suite 1	7.7 x 12.9	99	3.2	70	25	35	25	40	√		√
Aoife Suite 2	7.6 x 12.9	98	3.2	50	20	20	18	50	√		√
Conference Suite 1	8.2 x 8.1	66	3	50	20	16	30			√	√
Conference Suite 2	5 x 8.1	41	3	30	16	14	16			√	√
Conference Suite 3	5.3 x 6.4	34	3			12				√	√
Conference Suite 4	4.4 x 4.5	20	3			8				√	√
Conference Suite 5	4.4 x 6.4	28	3			10	12			√	√
Conference Suite 6	6.7 x 11.1	74	3	70	30	32	26			√	√
Conference Suite 7	6.7 x 10.6	71	3	60	26	24	20			√	√
Conference Suite 8	5.1 x 9.1	46	3	30	16	20	18			√	√
Garden Suite	14.4 x 5.8	84	3	60	22	34	30		√	√	√
Garden Suite 1	10 x 5.8	58	3	50	16	20	20		√	√	√
Garden Suite 2	4.4 x 5.8	26	3	10		14	10		√	√	√

Room Hire Rates 2023

<u>Suite</u>	<u>Full Day</u>	<u>Half Day</u>
Lir Suite Total	€ 4,000	€ 3,000
Lir Suite I	€ 2,250	€ 1,500
Derravaragh Suite	€ 400	€ 300
Moyle/Glora Suite	€ 400	€ 300
Moyle Suite	€ 300	€ 200
Glora Suite	€ 300	€ 200
Aoife Suite Total	€ 450	€ 350
Aoife Suite 1	€ 275	€ 250
Aoife Suite 2	€ 275	€ 250
Conference Room 1	€ 275	€ 225
Conference Room 2	€ 250	€ 200
Conference Room 3	€ 225	€ 175
Conference Room 4	€ 200	€ 175
Conference Room 5	€ 225	€ 175
Conference Room 6	€ 275	€ 225
Conference Room 7	€ 275	€ 225
Conference Room 8	€ 250	€ 200
Garden Suite Total	€ 250	€ 225
Garden Suite I	€ 225	€ 175
Garden Suite II	€ 175	€ 150

Meeting Room Hire includes:

- LCD Projector
- Screen
- Use of 1 Flip chart
- Conference Stationary
- Bottled Mineral Water and Mints
- Wi-Fi
- Inclusive of VAT

Mullingar Park Hotel Delegates avail of the following Complimentary:

- Complimentary Wi-Fi
- Complimentary Ample onsite car parking
- Delegates can avail of the complimentary work station
- Residential delegates can avail of the Azure Health & Leisure Club with boasts a full sized leisure pool, hydrotherapy pool, foot spa, sauna, steam room, fully equipped Gymnasium and Azure Beauty Treatment Suites.

In House Audio Visual Equipment Rates

<u>Equipment</u>	<u>Price</u>
Flip Chart	Complimentary
TV & Video	Complimentary
TV & DVD player	Complimentary
LCD Projector & Screen	Complimentary
PA Hire including Microphones, Sound System etc.	Priced On Request

For additional Equipment Please discuss with our Conference & Banqueting Co-ordinator.

Food & Beverage 2023

Conference Breaks

Freshly Brewed Tea/Coffee with Assorted Biscuits	€4.50 per person
Freshly Brewed Tea/Coffee with Danish Pastries	€5.95 per person
Freshly Brewed Tea/Coffee with Scones	€5.95 per person

Conference Breakfast

<i>Continental Breakfast</i>	
Details available on Request	€12.00 per person
<i>Full Irish Breakfast</i>	
Details available on Request	€17.50 per person

Please note that all of the above breakfast options must be ordered in advance.

Conference Lunch

Tea/Coffee & Selection of Sandwiches (Allowing for One Round of Sandwich per person)	€9.50 per person
Tea/Coffee & Selection of Sandwiches (Allowing for Two rounds of sandwich per person)	€15.00 per person
Soup of the Day/Selection of Sandwiches/Tea/Coffee (Allowing for Two rounds of sandwich per person)	€17.50 per person
Main Course, Tea/Coffee	€18.50 per person
Buffet Lunch (Main Course/Dessert/Tea /Coffee)	€27.50 per person

For Groups of 25 or more in a private room we have a choice of Lunch Menus available on request.

Conference Dinner

For groups of less than 25 enjoy Dinner in our Terrace Restaurant – Sample Menus available on Request.

For Groups of 25 or more in a private room we have a choice of Dinner & Banqueting Menus available on request.

CONFERENCE & BANQUETING TERMS & CONDITIONS

Booking Procedure

To confirm a booking, a confirmation booking form must be signed and returned to the hotel. The Mullingar Park Hotel, Management advise that occasionally room assignment may need to be changed or amended.

Accommodation Cancellation Policy

Individual Bookings:

In the event of a cancellation of individual bookings up to 30 days prior to the arrival date, there would be no cancellation charge. A €50.00 per room cancellation fee will be charged for rooms cancelled within 30 days from the date of booking. Cancellations made within 24 hours or a non-arrival will result in one night's accommodation being incurred.

Group Bookings from 5 – 95 bedrooms:

* Between 1-6 weeks from the date of booking, no more than 10% of the original number of rooms booked may be cancelled without charge. Rooms cancelled over this number will be charged at full room rate.

When a block booking is made and individual bookings are received by the hotel on behalf of a group, all rooms not confirmed with a deposit of €50.00 per room will be cancelled 4 weeks prior to the date of the booking without prior notification.

Functions, Meetings & Group Bookings Cancellation Policy

In the event of cancelling a confirmed booking, the following charges will be due (deposits already paid will also be forfeited). In each case, the percentage charge applies to the estimated total account for the event, including accommodation, wine sales, loss of beverage sales and any other items booked as part of the contract based on the numbers originally booked:

Within 7 Days = 100%

Within 8 weeks = 50%

All cancellations must be made in writing.

Minimum Number Policy

The minimum number that will be charged for on the day of a booking is 10% less than the number originally booked. The full menu price or daily delegate rate will be charged for the number of delegates or guests which fall below this minimum number. The final number for the meal, given 48 hours in advance, is the number for which we will cater. The menu price will be charged for this number or the minimum confirmed number, whichever is the greater.

Price Variations

In the event of circumstances beyond the hotel's control (e.g. increases in the standard rates of (V.A.T.) the hotel reserves the right to vary the prices quoted to an extent which reflects such circumstances.

Payment

All accounts must be settled prior to departure from the hotel unless alternative arrangements have been made three months in advance of your event with the hotel management.

Agents

Should the client contact the hotel through an agent, the agent acts in the capacity for the client and not the hotel. The client therefore accepts responsibility for payment of the hotel's account.

Advertisement

No advertisement or notice, decoration, flag or emblem or device referring to the event may be attached or displayed in or above the interior / exterior of the building unless prior arrangement has been made with the management.

CONFERENCE & BANQUETING TERMS & CONDITIONS

Starting and Finishing Times

The Day Delegate rate is applicable only within the hours of 08.00 - 17.00.

Half Day rates are applicable only within the hours of 08.00 – 13.00 or 14.00 – 18.00.

Functions/ conferences / Exhibitions are required to finish at the time agreed. Extensions to this time may be chargeable and are at the sole discretion of the hotel. In the case of Exhibitions the finishing time agreed is when all display stands and equipment have been cleared from the room.

The hotel will make every effort to be as flexible as possible regarding times for meals etc.; however in certain circumstances due to commitments to other guests it may not be possible to change these times at short notice.

Damage

The customer assumes responsibility to damage caused by them or any guest, or other persons attending the event or subcontractors working on the customers behalf, whether in the room reserved or in any part of the hotel and undertakes to pay for the making good of material damage to furniture, fixtures or equipment howsoever caused during the set up or dismantling of equipment used. Nothing should be affixed to the floors, wall, ceiling or columns in any part of the hotel by nails, screws, drawing pins, tape, any other means or be suspended from the room.

Storage / Personal Property/ Consigning

The hotel will try wherever possible to assist guests with the storage of equipment, personal property, cakes etc., but accept no liability for any damage or loss. The hotel will not accept responsibility for any goods consigned to the hotel or any of its staff in connection with any event nor will it be responsible for any freight, carriage or delivery charges

Security

The hotel will not automatically provide security for exhibitions/conferences or event areas and will not accept responsibility for any goods lost, damaged or stolen whatsoever caused while on the hotel premises. It is advisable for the organisers to arrange for this service (which can be provided by the hotel) particularly at night and on delivery and removal of goods

Entertainment

The hotel will not accept any responsibility for any entertainment that has not been booked directly with the hotel. However all entertainment arrangements must have the approval of the hotel management prior to the date of the function. All entertainment must provide their own equipment and accept full responsibility for same.

Food & Beverage

No food or beverage will be permitted to be brought into the hotel without the special permission of the hotel, and the hotel reserves the right to make a charge for the service of same (exception of special occasion cakes)

Noise Level

The Hotel Management, at their discretion, may reduce the sound levels from bands and discos without having to consult with the organisers. It is assumed that no exceptional noise factor will be created by an event but if in doubt, organisers must notify the hotel management of the type or event proposed

Licensing and Statutory Regulations

The hotel must comply with all relevant statutes and therefore requires its customers not to act in such a way as would put the hotel in breach of any statute. In particular, customers are reminded to maintain free access to fire exits at all times and not to interfere with or obstruct any fire equipment or notices during the course of the event.