

THE *fitzwilliam* HOTEL

belfast

“Business Facilities that say everything about you before you even speak”

Whether meeting for business, corporate entertaining or an informal gathering, the hotel offers some of the most contemporary meeting space in Belfast. With a choice of 4 bespoke meeting rooms, dedicated on-site support from our Meeting and Events Team, we will ensure your event will run smoothly from start to finish. Modern facilities include touch-panel room controls and wireless high speed internet access. All meeting rooms have natural daylight, air conditioning and are fully equipped with state-of-the-art audiovisual equipment including Crestron in-room controller and plasma screens. Our Business Centre available for all your business needs compliments the meeting facilities.

Conference Room East

Accommodating up to 14 persons, Boardrooms East offers a comfortable Boardroom setting guaranteed to provide perfection for the smaller meeting and event. Vaulted, naturally lit spaces with some of the best views in Belfast.

Conference Room West

With a capacity of 14 persons, Boardroom West offers a comfortable Boardroom setting guaranteed to provide perfection for the smaller meeting and event. Vaulted, naturally lit spaces with some of the best views in Belfast.

The Assembly Room

With floor to ceiling windows providing unparalleled views of the city, The Assembly Room offers a fully flexible layout catering up to 55 persons and combines the elements of both business and pleasure.

Reception Area

All meeting rooms are accessible to the Reception Area which can accommodate the service of refreshments or alternatively can be used as a syndicate area for informal group work.

The Boardroom/Private Dining

A unique feature to the hotel, a glazed pavilion shrouded in deep purple sheer curtains overlooks the hotel lobby. A bespoke boardroom table for 20 persons lies adjacent to an adjoining break out lounge – perfect for that meeting or special dining occasion.

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Meeting Room Dimensions

Meeting Room	Area (sq. metres)	W	L	H	Boardroom	Theatre	Classroom	Cocktail	U-shape
Assembly Room	58.7	6.4	8.4	3.4	25	55	20	50	22
Conference Room West	37.6	5.1	7.5	2.7	14	/	/	/	12
Conference Room East	36.3	5.4	7.2	2.7	14	/	/	/	12
The Boardroom	37	5.2	7.4	2.7	20	/	/	20	18
Reception Area	34	5	5	2.7	/	/	/	25	/

Room Hire

Full Day

Half Day

The Assembly Room

£450.00

£300.00

Conference Room East & West

£275.00

£200.00

The Boardroom

£350.00

£250.00

Reception Area

£100.00

£100.00

Equipment Included

The Assembly Room

60 inch Plasma screen, in-room Crestron controller, air-conditioning, video-conferencing capability

Conference Room East & West

42 inch Plasma screen, in-room Crestron controller, air-conditioning, video-conferencing capability

The Boardroom / Private Dining

42 inch Plasma screen, in-room Crestron controller, air-conditioning, video-conferencing capability

Additional Equipment available on request.

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Meeting & Event Catering

Breakfast Selection (minimum numbers of 8)

To Include Tea/ coffee and Fresh Orange

Select 3 items

£15 per person

Savoury muffins with sausage and fried egg

Mini Bagel with bacon and tomato

Fresh fruit plate

Field mushrooms on toast

Mini yogurt bowls with a choice of

- Berry compote
- Apple and dates
- Apricot and raisin

Tea/coffee and Bacon sandwich

£5.50 per person

Tea/coffee and Bacon Baguette

£6.50 per person

Smoothies

£3.00 per person

- Acai Berry antioxidant
- Banana and ginger berries boost
- Seasonal Berries

Morning and Afternoon Refreshments

Freshly brewed Tea, coffee or specialty teas

£2.10 per person

With homemade scones

£4.10 per person

With a choice of one of the following:

£3.60 per person

Homemade shortbread

Homemade chocolate chip cookies

Danish pastries

Muffins (Blueberry/ chocolate chip/ raspberry)

Chocolate and coconut bars

Homemade fudge

Macaroons (chocolate/pistachio/vanilla/raspberry)

Food Doctor Nutrition bars (apricot and almond/ apple and walnut)

Beverage selection

Voss still or sparkling water 375 ml

£2.30 per bottle

Voss still or sparkling water 1ltr

£5.50 per bottle

Freshly Squeezed Orange Juice

£1.50 per person

Pressed Apple Juice

£1.50 per person

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Working Lunch Suggestions

Selection of Bagels

With a choice of the following:

Cream cheese and chive

£3.50 per person

Baked ham and pear

£3.50 per person

Smoked Salmon and crème fraiche

£4.00 per person

Fine Sandwich Selection

£5.50 per person

Seasonal Veloute with Belfast Patisserie Breads

£5.50 per person

Freshly Prepared Soup and Fine Sandwich Selection

£9.50 per person

Sit Down Lunch in "Menu by Kevin Thornton"

2 Course Lunch with Tea/Coffee

£17.00 per person

3 Course Lunch with Tea/Coffee

£20.00 per person

Canapé Selection

Pre-dinner canapés

£6.00 (4 pieces)

Canapé Events

£14.00 (7 pieces)

£20.00 (10 pieces)

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Delegate Rates

8 hr Day Delegate Rate

From £45 per person

Inclusive of

Tea/coffee and freshly baked pastry on arrival
Mid morning tea/coffee and cookies
Working Lunch (£10 supplement restaurant lunch)
Afternoon Tea/coffee and shortbread
Mineral Water/Mint Selection/Delegate Stationery
60 inch Plasma Screen
Room Hire of main meeting room

24 hr Day Delegate Rate

From £180 per person

Inclusive of

Tea/coffee and freshly baked pastry on arrival
Mid morning tea/coffee and cookies
Working Lunch (£10 supplement restaurant lunch)
Afternoon Tea/coffee and shortbread
4 Course Set Dinner in "Menu by Kevin Thornton"
Overnight accommodation in an Executive Guestroom
Full Irish Breakfast
Mineral Water/Mint Selection/Delegate Stationery
60 inch Plasma Screen
Room Hire of main meeting room

Minimum Numbers 25 persons. Delegate rates available in The Assembly Room only.

