

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.

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.

Meeting & Event Catering

Breakfast Selection (minimum numbers of 8)

Tea/Coffee and Bacon Sandwich	£5.50 per person
Tea/Coffee and Bacon Baguette	£6.50 per person
Mini Bagel with Givan's Ham and Tomato	£3.50 per person
Savoury Muffin with Bacon and Egg	£4.00 per person

Morning and Afternoon Refreshments

Freshly brewed Tea, Coffee or Speciality Teas With Homemade Scones	£2.40 per person £4.40 per person
With a choice of one of the following: Homemade Shortbread Homemade Chocolate Chip Cookies Danish Pastries Muffins (Blueberry/ Chocolate Chip)	£3.90 per person

Beverage Selection

San Pellegrino/Acqua Panna Sparkling/Still Water 250ml	£2.20 per bottle
San Pellegrino/Acqua Panna Sparkling/Still Water 750ml	£4.80 per bottle
Freshly Squeezed Orange Juice	£1.50 per person
Pressed Apple Juice	£1.50 per person
Grapefruit Juice	£1.50 per person
Berry Smoothie	£1.50 per person

Working Lunch Suggestions (minimum numbers of 8)

Mini Bagels With a choice of the following: Cream Cheese and Chive Givans Ham and Tomato Smoked Salmon and Crème Fraiche	£3.50 per person £3.50 per person £4.00 per person
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Fine Sandwich Selection **£5.50 per person**

Seasonal Veloute with Belfast Patisserie Breads **£4.50 per person**

Freshly Prepared Soup and Fine Sandwich Selection **£7.50 per person**

Fine Sandwich Selection and Hand Cut Chips **£7.50 per person**

Sit Down Lunch in "Menu" (minimum numbers of 15)

2 Course Lunch with Tea/Coffee **£17.00 per person**

3 Course Lunch with Tea/Coffee **£20.00 per person**

Inclusive of Side Orders

Finger Selection

£10.00 per person

Select 3 items from the following:

Prime Beef Burger with Homemade Tomato Relish

Bruschetta with Tomato, Basil and Garlic

Chicken, Basil and Chilli and Focaccia

Smoked Haddock, Curry Spiced Risotto

Breaded Fillets of Sole with Tartare Sauce and Chips

Chicken Fingers with Spiced Mayonnaise

Fork Buffet Lunch (minimum numbers of 15)

One course (main only)

£15.00 per person

Two course

£20.00 per person

Three course

£25.00 per person

With a choice of 2 of the following:

To Start

Seasonal Veloute

Roasted Red Pepper and Goats Cheese Salad

Smoked Salmon with Lemon and Celeriac

Selection of Cured Meats, Homemade Chutney and Pickled Vegetables

Salad of Kiln dried Tomato, Olive Oil and Basil

Main

Free Range Chicken with Leeks and Tarragon Cream

Braised Beef with Pearl Onions and Burgundy Jus

Linguini with Prawn, Crab and Tarragon

Smoked Haddock, Curry Spiced Risotto

Gnocchi with Tomato, Basil and Parmesan

Served with choice of:

New Potatoes, Greens, French Fries, Summer Salad

(choice of 2 Sides)

Dessert

Chocolate Brownie, Vanilla Ice Cream

Citrus Cake with Clotted Cream

Strawberry Shortcake and White Chocolate Parfait

Bourbon Vanilla Crème Brulee

Canapé Selection

Pre-Dinner canapés	£8.00 (4 pieces)
Canapé Events	£14.00 (7 pieces)
	£20.00 (10 pieces)

Hot

Grilled Asparagus, Truffle Mayonnaise
Spiced Lamb, Harissa
Arincini of Garden Pea and Parmesan
Fish Cake with Tartare Sauce

Cold

Carpaccio of Beef, Tarragon and Celeriac
Smoked Salmon Tartare with Dill and Horseradish
Oysters with Lemon and Chilli Dressing
Goats Cheese wrapped in Parma Ham

Sweet

Bourbon Vanilla Ice Cream Praline
Chocolate and Whiskey Truffle
Strawberry Tartlet
Citrus Cake, Clotted Cream

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 (Soup/Fine Sandwich Selection & Hand Cut Fries)
Afternoon Tea/Coffee and Shortbread
Mineral Water/Mint Selection/Delegate Stationery
42/60 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 (Soup/Fine Sandwich Selection & Hand Cut Fries)
Afternoon Tea/Coffee and Shortbread
4 Course Set Dinner in "Menu"
Overnight accommodation in an Executive Guestroom
Full Irish Breakfast
Mineral Water/Mint Selection/Delegate Stationery
42/60 inch Plasma Screen
Room Hire of main Meeting Room

Minimum Numbers 8 persons.

