

YOUR PERFECT MEETING AND
CONFERENCE VENUE



WELCOME TO LLECHWEN HALL

Located just 20 minutes from Cardiff, Llechwen Hall is a charming country house hotel set in six glorious acres, overlooking 3 of the Welsh Valleys, to Brecon and beyond. With dedicated Conference facilities, as well as suitable meeting rooms throughout the hotel, Llechwen Hall can cater for up to 350 delegates. We also offer free Wi-Fi throughout the hotel.

Llechwen Hall is the ideal venue for business meetings; with every facility to accommodate your requirements. Conferences can be held in the Main House of the hotel or in our all purpose Garden Marquee. Delegates can be catered for in the Nelson suite or any other of our 'break-out' rooms within the same building. A dedicated member of staff will be there to assist you throughout your day.

The grounds of Llechwen Hall are at your disposal for activities and team building exercises. Our staff can help organise events within the grounds, and in the local area.

Packages and catering can be tailored to your event, be it a breakfast meeting, product launch with coffee and muffins, or a week-long fully catered conference.

With fine dining in the Oak Beamed Restaurant, 20 individually appointed bedrooms, complimentary Wi-Fi and ample free onsite parking for up to 100 cars, Llechwen Hall is the Cynon Valley's best kept secret.



CONFERENCE PACKAGES

Day Delegate Package

Included in our Day Delegate Package:

- Conference room hire with LCD Projector, Screen and Flipchart
- Standard Stationery
- A choice of Cordials and Jugs of Iced Mineral Water; and mints
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with biscuits on arrival and mid morning
- Working Finger Buffet Lunch
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Home Made Welsh cakes served Mid Afternoon

£29.95 per person

Please note: a Two Course Lunch is available at a supplement of £3.00 per person and a Three Course Lunch at a supplement of £5.00.

(The above package applies to a minimum of 6 delegates).

Half Day Delegate Package

Included in our Half Day Delegate Package:

- Conference room hire with LCD Projector, Screen and Flipchart
- Standard Stationery
- A choice of Cordials and Jugs of Iced Mineral Water; and mints
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with biscuits on arrival and mid morning
- Working Finger Buffet Lunch

£23.95 per person

Please note: a Two Course Lunch is available at a supplement of £3.00 per person and a Three Course Lunch at a supplement of £5.00.

(The above package applies to a minimum of 6 delegates).

Residential Delegate Package

Included in our Residential Delegate Package:

- Conference room hire with LCD Projector, Screen and Flipchart
- Standard Stationery
- A choice of Cordials and Jugs of Iced Water; and mints
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with biscuits on arrival and mid morning
- Working Finger Buffet Lunch
- Freshly Brewed Coffee and a choice of Teas and Fruit Infusions with Home Made Welsh cakes served Mid Afternoon
- Table D'hôte Dinner with Freshly Brewed Coffee
- One night's accommodation with Full Welsh Breakfast and complimentary newspaper.

£99.00 per person

Please note: a Two Course Lunch is available at a supplement of £3.00 per person. A Single occupancy rate is also available at a supplement of £20 per person.

Breakfast Delegate Package

No matter what your preference, your business colleagues can enjoy a selection of breakfast packages at Llechwen Hall. Please note the Breakfast Delegate Package is available from 7.00am until 11.00am.

Included in our Breakfast Delegate Package:

- Conference room hire with LCD Projector, Screen and Flipchart
- Standard Stationery
- A choice of Cordials and Jugs of Iced Mineral Water; and mints
- A selection of a Breakfast Menu (see table below):

Breakfast Menus	Price per delegate
Full Welsh Breakfast with unlimited Tea or Coffee	£16.95
Continental Breakfast with unlimited Tea or Coffee	£15.95
Working Breakfast with a selection of Breakfast Rolls, Toast, Croissants, Muffins, Danish Pastries and unlimited Tea or Coffee	£17.45
Country Living Healthy Breakfast with a choice of Muesli, Yoghurts, Fruit Juice, Fresh Fruit and unlimited Herbal Teas or Decaffeinated Coffee	£16.95

OUR CONFERENCE AND FUNCTION SUITES

The Nelson Suite

This 300 year old room is situated at the rear of the Main House. It has a separate entrance, bar, its' own restroom facilities, and looks out upon the terrace and hotel gardens; to which it has ample access. The Nelson Suite is a large, versatile conference suite that can comfortably cater for up to 80 delegates.

The Garden Marquee

The largest of our conference suites, the Garden Marquee offers space for up to 200 delegates. Located at the rear of the hotel grounds, it has a separate entrance, bar and restroom facilities. This light and airy suite has access to its own private decking area and overlooks stunning views of the Welsh countryside.

Oak-Beamed Restaurant

This popular suite is full of history and character. The Oak-Beamed Restaurant makes a delightful meeting room for up to 20 delegates as well as a fitting breakout room. (Please note that this room is accessed by a few steps and may not be suitable for delegates with disabilities).

St Cynon Suite

Situated next to the Oak-Beamed Restaurant, the St Cynon suite has space for around 40 delegates. This suite, located on the ground floor, has fabulous views over the garden lawn. Its' large window with lots of natural light and a separate bar, makes it an ideal breakout room.


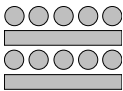
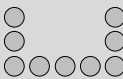
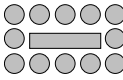
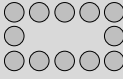
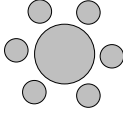
Lounge Room

Situated opposite the St Cynon Suite, the Lounge Room is best suited for smaller executive meetings for up to 6 delegates. (Please note that this room is accessed by a few steps and may not be suitable for delegates with disabilities).

Dimensions

Conference Suite	Width (m)	Length (m)	Electrical Sockets
The Nelson Suite	4.8	17.5	7 Double
The Garden Marquee	9	24	16 Double
Oak-Beamed Restaurant	5	9	3 Double
St Cynon Suite	5.5	8.6	1 Quadruple
Lounge Room	3.2	4.2	2 Double

ROOM CAPACITIES

		The Nelson Suite	The Garden Marquee	St Cynon Suite	Oak Beamed Restaurant	Lounge Room
Theatre		80	300	40	25	NA
Classroom		40	250	24	20	NA
U-Shape		35	40	20	12	NA
Boardroom		40	50	20	15	6
Hollow Square		40	80	20	15	NA
Cabaret		80	300	32	32	NA
Dinner Dance		80	300	NA	NA	NA
Drinks Reception		80	350	32	32	6





ROOM HIRE

Our conference suites are also available on a room hire basis only. Tariffs include stationery, mineral water, cordials & mints and complimentary Wi-Fi access. Full day rates are per room from 8:30am – 5.00pm. Half days are available for a maximum of 4 hours.

	The Nelson Suite	The Garden Marquee	St Cynon Suite	Oak Beamed Restaurant	Lounge Room
Full Day Rate (Room Only Hire)	£225	£499	£125	£99	£80
Half Day Rate (Room Only Hire)	£135	£299	£75	£59	£49

Something Extra

Additional Teas and Coffees	£1.50 per person
Bacon Sandwiches	£4.50 per person
Danish Pastries	£1.95 per person
Speciality Sweets	£4.95 per bowl
Fresh Orange Juice	£7.00 per jug
Classic Fruit Bowl (serves 6, includes: apples, bananas, oranges and grapes)	£12.00 per bowl
Exotic Fruit Bowl (serves 6, includes: as above with pineapple, galia melon, strawberries and kiwi fruit)	£19.00 per bowl
Selection of Sliced Meats (serves 6)	£24.95 per platter
Additional Working Buffet Lunch	£12.95 per person
Additional Two Course Lunch	£14.95 per person
Additional Three Course Lunch	£19.95 per person

Audio Visual Equipment

Flipcharts and a LCD projector are provided as standard in our delegate programmes. However the following equipment can also be hired.

LCD Projector & Screen	£49.00
Flipchart and Pens	£5.00
Overhead Projector & Screen	£10.00
Microphone and PA System	£59.00
Laptop/Notebook Computer	£75.00
Television & DVD	£20



EXCLUSIVITY BOOKINGS

Llechwen Hall can also arrange exclusive use of the hotel to you and your event. Rates are available on request.

SECRETARIAL SERVICES

Photocopying (per A4 page)	£0.15
Fax (per A4 page)	£0.35
Email (per Email)	£0.35
Secretarial Service (per hour)	£15.00

TEAM BUILDING ACTIVITIES

Our staff are more than happy to arrange team building and motivation days for your event. Activities are available on the hotel grounds and nearby. Please ask reception for further details.

DELEGATES RESTAURANT MENU

For those wishing to dine at our hotel, the chef offers menus to suite any conference. Choices include a Working Finger Buffet Lunch, a Two Course Lunch and a Table D-Hote Dinner. Our menus may be served in your meeting room or the Two Course Lunch can be taken in one of our dining suites (subject to availability).

Working Finger Buffet Lunch

Includes: a selection of open and closed sandwiches, fruit platters and oriental snacks (e.g Samosas, Spring Rolls, Prawn Toast, etc).

Why not add our Fine Sliced Meats Buffet for only £24.95...?
served with a Selection of Salads, and Warmed Parsley New Potatoes (serves 6)

Two Course Lunch

Our Two Course Lunch includes one hot main dish and a seasonal dessert to finish. Example dishes include:

MAINS

Pan-fried Fillet of Salmon with White Wine, Chive Cream Sauce

accompanied by New Potatoes and Seasonal Vegetables

Roast Supreme of Chicken

with Lardons of Bacon, Roast Shallots and Mushrooms in a White Wine Cream Sauce

DESSERTS

Llechwen Hall Sticky Toffee Pudding

with Vanilla Ice Cream

Baked Cheesecake

with Fresh Berries and Raspberry Coulis

These menus are available on our delegate rates (a Two Course and Three Course Lunch are available at a supplement). Our chef is happy to cater for any dietary needs or requirements which you may have. Do not hesitate to enquire when making your booking. For that extra special event Llechwen Hall is also pleased to offer tailored events and menus.

