

# Oriel Hotel

## Conference Brochure



2024

Oriel Hotel

Upper Denbigh Road, St. Asaph, Denbighshire LL17 0LW

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# Information

## Location

Oriel Hotel is ideally located in North Wales for meetings and conferences. Located just off the A55 (junction 27) with easy access to Chester (35 minutes), Liverpool (60 minutes) and Manchester (80 minutes). We offer free on site car parking (limited spaces). The nearest train station is Rhyl (6.7 miles) and a taxi from the station would take around 20 minutes.

## Conference facilities

All conference rooms are located on the ground floor with easy access and all have natural daylight, free Wi-Fi and air conditioning. We pride ourselves in the high standard of service we provide. All facilitators and trainers will be allocated a dedicated events assistant to oversee the smooth running of their event. Oriel prides itself in high quality food, using locally sourced produce wherever possible. We offer day delegate packages and also overnight stay to include a two course dinner and a full Welsh breakfast.

## Meeting room capacities

Meeting room	Theatre style	Boardroom	Cabaret	Classroom
Vale suite	180	50	90	70
Llanelwy Room	70	30	40	32
Fountain Suite	60	28	32	27
Fflint Room	20	10	n/a	n/a

## Accommodation facilities

All bedrooms have en-suite bathrooms, plasma screen TV's, tea and coffee making facilities and free Wi-Fi. The Conservatory, restaurant and lounge overlook the beautiful gardens. Our Health and leisure club includes two well equipped gyms, swimming pool and sauna.

### Corporate accommodation Rates

Bed and breakfast rate £90

Dinner, bed and breakfast £110

### Agency accommodation Rates

Bed and breakfast rate £100

Dinner, bed and breakfast £120

*All rates include VAT*



# Conference Rates

## Corporate Room Hire Rates

	Half Day	Full Day
Fflint Room	£100	£150
Fountain Suite	£150	£200
Llanelwy Room	£175	£225
Vale Suite	£350	£500

## Government Room Hire Rates

	Half Day	Full Day
Fflint Room	£75	£125
Fountain Suite	£125	£175
Llanelwy Room	£150	£200
Vale Suite	£325	£375

*We offer Government rates to charities, NHS and Government bodies*

## Agency Room Hire Rates

	Half Day	Full Day
Fflint Room	£115	£165
Fountain Suite	£165	£215
Llanelwy Room	£190	£240
Vale Suite	£390	£540

*Agency room hire rates include 8% commission*

## Room Hire Times

Half Day Room Hire | Daytime or Evening

8am until 12pm OR 6pm until 10pm

Full Day Room Hire

8am until 5pm

## Equipment Hire (per item)

	Each
Flipchart stand, paper & pens	£22
LCD projector	£60
PA system   microphone with stand and lectern *	£150
*only available in the Vale Suite	
Table pads and pens	£5
Colour photocopying	£0.60
Black & white photocopying	£0.40

*Equipment prices include VAT. Equipment prices do not include agency commission*

## Conference Refreshments

	Per person
Tea/coffee	£2.50
Tea/coffee & Biscuits	£3.50
Tea/coffee & Danish pastry	£4.50
Lemon drizzle cake	£5
Lemon sponge loaf cake with lemon zest pieces drizzled with lemon juice and finished with caramelised lemon shred	
750ml bottle of mineral water	£5
Jug of orange or blackcurrant cordial	£5
Jug of fresh apple or orange juice	£10

Breakfast bap  
(Bacon, sausage or vegetarian sausage) £7

Full cooked breakfast £12

(Bacon, sausage, hash brown, mushrooms, baked beans and fried or scrambled egg) Vegetarian and gluten free available on request

*Refreshments prices are charged per delegate and include VAT. Refreshment prices do not include agency commission*

# Day Delegate Package Rates

## Standard Day Delegate Package

Minimum of 10 delegates

### Room set up

Hire of conference room from 8am—5pm  
Air conditioned conference room with low lighting and natural daylight  
LCD projector and screen  
Flipchart stand, paper and pens  
Delegate stationary  
Jugs of iced water with mints  
Complimentary Wi-Fi access throughout  
Dedicated events assistant on the day  
Free car parking \*limited spaces

### Refreshments

Arrival tea and coffee  
Mid morning tea and coffee with Danish pastry  
Sandwiches, coleslaw and mixed salad  
Gluten free available  
Afternoon tea and coffee with biscuits

<b>Corporate Rate</b>	<b>£40</b>
<b>Government rate</b>	<b>£35</b>
<b>Agency Rate</b>	<b>£45</b>

## Premium Day Delegate Package

Minimum of 10 delegates

### Room set up

Hire of conference room from 8am—5pm  
Air conditioned conference room with low lighting and natural daylight  
LCD projector and screen  
Flipchart stand, paper and pens  
Delegate stationary  
Jugs of iced water with mints  
Complimentary Wi-Fi access throughout  
Dedicated events assistant on the day  
Free car parking \*limited spaces

### Refreshments

Arrival tea and coffee  
Mid morning tea and coffee with Danish pastry  
Two course lunch with tea and coffee  
Menu Four or Menu Five with dessert  
Afternoon tea and coffee with biscuits

<b>Corporate Rate</b>	<b>£50</b>
<b>Government rate</b>	<b>£45</b>
<b>Agency Rate</b>	<b>£55</b>

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## Half Day Delegate Package

### Room set up

Minimum of 10 delegates

### Refreshments

Hire of conference room from  
8am-12pm or 6pm-10pm  
LCD projector and screen  
Flipchart stand, paper and pens  
Delegate stationary  
Jugs of iced water with mints  
Complimentary Wi-Fi access throughout  
Free car parking \*limited spaces

Two servings of tea and coffee  
Sandwich platter with coleslaw  
and mixed salad

<b>Corporate Rate</b>	<b>£30</b>
<b>Government rate</b>	<b>£25</b>
<b>Agency Rate</b>	<b>£35</b>

*Day delegate rate includes VAT*

# Conference Lunches

## Menu One | £6

### Soup of the day

Homemade soup of the day (V)(GFA)  
*Served with a bread roll and butter*

## Menu Two | £10

### Soup and Sandwich

Homemade soup of the day (V)  
Egg mayonnaise and salad sandwich (V)(GFA)

## Menu Three | £10

### Sandwich Lunch

A selection of freshly made sandwiches (GFA)(VEA)  
*Served with mixed salad and coleslaw*

*Sandwich fillings:*

Egg mayonnaise (V)  
Cheese and pickle (V)  
Ham and tomato  
Tuna and mayo

**Add fries £2 per person**

## Menu Four | £15

### Cold Fork Buffet

**Minimum numbers of 10**

Slices of honey roast ham and roast turkey (GF)  
Vegetable quiche (V)  
Mixed salad (V)(GF)  
Buttered new potatoes (V)(GF)  
Coleslaw (V)(GF)  
Assorted bread rolls (GFA)

## Menu Five | £15

### Hot Fork Buffet

**Minimum numbers of 10**

Roasted chicken breast in a wild mushroom fricassee sauce (GF)(LFA)(H)  
Vegetable shepherd's pie (V)(VE)(GF)  
*All served with a selection of seasonal vegetables and new potatoes (V)(VEA)*

## Desserts | £6

Chocolate brownie served with pouring cream (V)  
Fresh fruit salad served with pouring cream (V)(VEA)(GF)

## Fruit Kebab | £3

Assorted fresh fruits served on individual skewers (V)(VE)(GF)

**All prices are per person**

## Food allergies and intolerances

Before placing your order please speak to a member of staff about your requirements  
(GF) Gluten free (GFA) Gluten free available (V) Vegetarian  
(VE) Vegan (LFA) Lactose free available (H) Halal

# Terms and Conditions

To make a booking, please contact our conference office on 01745 582716 or email your requirements to [reception@orielhotel.co.uk](mailto:reception@orielhotel.co.uk)

## Booking terms

To secure a booking we require a credit card for non-government bookings and for NHS bookings we require a purchase order number. A conference specification form must be completed 14 days prior to your event.

## Minimum numbers for day delegate package

Fflint room 10	Fountain suite 20
Llanelwy room 20	Vale suite 50

## Insurance

In the event of cancellations, we recommend conference and events insurance is taken out. Details are available on request.

## Cancellation policy

The client shall pay the hotel the following percentages of the estimated cost if cancellations occur:

4 weeks or more before the event 50% of the estimate cost

4-1 week before the event 75% of the estimated cost

Less than 7 working days 100% of the estimated cost

If bedrooms are cancelled 48 hours prior to arrival 100% charges apply

## Food allergies and intolerances

Please ensure all delegates inform the organiser and hotel of any dietary requirements.

## Agency bookings

The hotel will pay 8% commission to agencies based on the net value.

Commissions will be paid on room hire rates and day delegate packages.

Commissions are not paid on refreshments, equipment hire or lunches.

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