

BUSINESS MEETINGS & RESIDENTIAL CONFERENCES



Thank you...

...for considering The Dragon Hotel for your forthcoming business event. I am delighted to provide you with the details as to what we can offer here at the hotel.

The hotel is a four star property located at the heart of Swansea's vibrant city centre, and is easily accessible from all major routes and just a five minute walk from the train station. We have 106 en-suite bedrooms, a restaurant with an AA Rosette award and a Health & Fitness Club with an 18 metre length pool and air conditioned gymnasium available for residents' use.

We have a variety of air conditioned meeting rooms with wireless internet access and an excellent range of equipment on site. Our experienced and friendly events team offers the professional support you need to host an effective business meeting, conference, exhibition or corporate dinner for up to 180 people.

If you have something specific in mind for your event, please speak with a member of the team who will be more than happy to tailor-make a package for you.



We look forward to welcoming you and your guests to The Dragon Hotel

If you have any questions regarding our ingredients, or if you or your guests have a food allergy or intolerance, please speak with your conference coordinator.



Please contact the Conference Office on
01792 657125 or 01792 657124
conference@dragon-hotel.co.uk



DAY DELEGATE PACKAGE



(Minimum of 10 delegates)

Includes:

Main meeting room hire

Stationary – delegate notepads and pens

LCD projector, screen, flipchart and pens

Tea, coffee and pastries on arrival

Mid – morning tea and coffee with biscuits

Flexible delegate lunch menus

Afternoon tea and coffee with Welsh cakes

Conference water

Bowls of sweets

Complimentary Wi-Fi access

A dedicated team member on hand to provide practical help and advice throughout the day

Complimentary car parking at the hotel's car park on a first come first served basis
(Additional car parking available at Orchard Street NCP)

From £28.00 per person



24 HOUR PACKAGE



(Minimum of 10 delegates)

Includes:

Main meeting room hire

Stationary – delegate notepads and pens

LCD projector, screen, flipchart and pens

Tea, coffee and pastries on arrival

Mid – morning tea and coffee with biscuits

Flexible delegate lunch menus

Afternoon tea and coffee with Welsh cakes

Conference water

Bowls of sweets

Complimentary Wi-Fi access

A dedicated team member on hand to provide practical help and advice throughout the day

3 Course TDH Dinner (A La Carte menu will incur a supplement charge)

Private dining may be available for larger conferences – details upon request

Overnight accommodation with breakfast

Upgraded accommodation for the main organiser and a complimentary bottle of wine in the room upon arrival
(upgrade subject to availability)

Complimentary use of The Dragon Health & Fitness Club

Free car parking at the hotel's car park on a first come first served basis
(Additional car parking available at Orchard Street NCP)

From £135.00 per person



HIRERATES



ROOM HIRE ONLY RATES

All room hire rates include:

Conference water and cordials

Delegate notepads and pens

Half day, full day and evening rates are available. Prices are upon request depending upon dates and timings – details of the rooms available and their capacities can be found at the end of this information pack

The Management reserves the right to alter allocated rooms should delegate numbers increase or decrease. All rates are subject to change without prior notice. Evening room hire rates are negotiable at the hotel's discretion.



EQUIPMENT RATES

Flipchart £10.00 each

DVD and colour TV £50.00

Screen £25.00

LCD projector £50.00

Microphone from £35.00

PA system from £75.00

Staging from £100.00

Additional equipment may be available upon request

PHOTOCOPYING

Per page (A4) £0.10

Per page (A3) £0.20

FAXES

Incoming facsimile – Free

Outgoing facsimile

UK First Page £1.50

UK Subsequent Pages £1.00

International First Page £2.00

International Subsequent Pages £2.00



REFRESHMENTS & SNACKS



Selection of tea and coffee - £1.95 per person

Selection of tea, coffee and biscuits - £2.50 per person

Selection of tea, coffee and Danish pastries - £3.00 per person

Selection of tea, coffee and scones with jam and cream - £3.95 per person

Selection of tea, coffee and bacon rolls - £4.95 per person

Selection of tea, coffee and Croque Monsieur - £5.25 per person

Selection of tea, coffee and sandwiches - £5.95 per person



Jug of orange juice - £7.95 per jug

Jug of apple juice - £7.95 per jug
(approximately 8 – 10 servings per jug)



Sparkling and still water are provided within each conference room



Packed lunches are available to order and contain:

Sandwich, crisps, fruit, biscuit and a drink

£8.95 per person

(must be ordered 7 days in advance)



FOOD OPTIONS



All lunch options are served with water

For those on a day delegate package, you can select any lunch inclusive within the day delegate package as detailed below:



Working Lunch £7.95 per person
(inclusive within day delegate package)

Soup and a selection of sandwiches with crisps and a fruit platter



Healthy Option Buffet £8.95 per person
(inclusive within day delegate package)

Jacket potatoes

Baked beans, cheese and tuna

Selection of quiche

Coleslaw, green salad, potato salad

Sliced turkey and ham

Fresh fruit platter



FOOD OPTIONS

Continued



FINGER BUFFET £10.95 PER PERSON

(inclusive within day delegate package)

Please select up to 5 items from the list below or opt for a chef's choice buffet:

Selection of sandwiches	Selection of wraps
Chicken drumsticks	Selection of quiche
Mini vegetable samosas	Plaice goujons with tartare sauce
Onion bhajis	Vegetable spring rolls
Homemade potato wedges	Sausage rolls
Mini pizza	Potato salad
Pasties	Crisps

DESSERTS

Chocolate brownies

Chocolate profiteroles

Homemade scones with jam and cream

Welsh cakes

(Items must be selected up to 2 weeks prior to the event – if your event is booked for less than 2 weeks away, only a Chef's choice buffet will be available)

Two Course Plated Lunch £12.50 per person *

Maximum of 20 people

(£2.50 supplement per person for those on a day delegate package)

Served in our Brasserie Restaurant

Menu changes on a regular basis

Please ask the conference coordinator for a sample menu if required

* Subject to availability, please ask the conference coordinator



FOOD OPTIONS

Continued



HOT FORK BUFFET MENU SELECTION

(Minimum of 20 people required)

Hot Fork Menu 1 £17.95 per person

(£5.00 supplement per person for those on a day delegate rate)

Chicken in a White Wine & Cream Sauce
Vegetable Lasagne
Buttered French Beans
Boiled Rice
Green Salad
Freshly Baked Bread Roll
Dairy Cream Profiteroles & Chocolate Sauce

Hot Fork Menu 2 £22.50 per person

(£8.00 supplement per person for those on a day delegate rate)

Chilli Con Carne
Chicken in a White Wine & Cream Sauce
Vegetable Lasagne
Boiled Rice
Sliced Turkey & Ham
Green Salad, Potato Salad & Coleslaw
Freshly Baked Bread Roll
Dairy Cream Profiteroles & Chocolate Sauce

Hot or Cold Fork Menu 3 £28.50 per person

(£12.00 supplement per person for those on a day delegate rate)

Chef Carved Hot Roast Beef & Honey Roast Ham
Cold Poached Salmon
Vegetable Lasagne
New Potatoes
French Beans
Green Salad, Coleslaw & Rice Salad
Freshly Baked Bread Roll
Dairy Cream Profiteroles & Chocolate Sauce



CONFERENCE ROOMS



THE BOARDROOM SUITE - GROUND FLOOR

Room Set up	Theatre	Boardroom	Classroom	UShape	Cabaret	Dining
BOARDROOM	20	16	12	10	N/A	16 (extended oval)

Room Size	Length	Width	Height
BOARDROOM	6.7m / 22'4	7m / 15'	2.6m / 8'4

THE CLYNE SUITE - GROUND FLOOR

Room Set up	Theatre	Boardroom	Classroom	UShape	Cabaret	Dining
CLYNE	16	14	8	8	N/A	14 (extended oval)

Room Size	Length	Width	Height
CLYNE	6.7m / 22'	4.1m / 13'	2.6m / 8'4

THE PIANO BAR & RESTAURANT - 1ST FLOOR

Room Set up	Theatre	Boardroom	Classroom	UShape	Cabaret	Dining
RESTAURANT	120	30	N/A	26	64 (8 tables of 8)	120 (Mix of round & square)

Room Size	Length	Width	Height
RESTAURANT	25.5m / 83'	6.5m / 21'	2.5m / 8'1



CONFERENCE ROOMS



THE MARGAM SUITE (LOUNGE) - 1ST FLOOR

Room Set up	Theatre	Boardroom	Classroom	UShape	Cabaret	Dining
MARGAM SUITE	60	12	20	16	40 (5 tables of 8)	50 (5 tables of 10)

Room Size	Length	Width	Height
MARGAM SUITE	14.5m / 47'	9.5m / 31'	2.65m / 8'6

THE PEMBREY SUITE - 1ST FLOOR

Room Set up	Theatre	Boardroom	Classroom	UShape	Cabaret	Dining
PEMBREY SUITE	230	80	120	N/A	96 (12 tables of 8)	180 / 150 with dancefloor
PEMBREY 1	60	30	40	30	40 (5 tables of 8)	50
PEMBREY 2	170	60	90	50	80 (10 tables of 8)	120

Room Size	Length	Width	Height
PEMBREY SUITE	23m / 75'	10m / 33'	2.75m / 9'
PEMBREY 1	10.5m / 34'	6.5m / 21'	2.75m / 9'
PEMBREY 2	16.5m / 54'	10.5m / 34'	2.75m / 9'

There is a lift giving access to all floors within the hotel although it is only able to accommodate standard sized wheelchairs. Please speak with your conference coordinator if you need to discuss this further and find out more information.

