



Conferences and Meetings

[www.thegrandhotelswansea.co.uk](http://www.thegrandhotelswansea.co.uk)



We want you to feel as confident of our service as we are. That's why we've created the *Meetings For You* promise.

## Introduction to The Grand Hotel

Our new venue is conveniently situated in the city centre of Swansea and only minutes from the M4, the hotel is the ideal location for conference and corporate events alike.

We are located within close proximity to the Liberty Stadium, Swansea University and the beautiful beaches of the Gower Peninsula. The Grand Hotel Swansea has been a landmark hotel since the 1930s, largely due to its ideal city location and unique design.

The *Brand New for 2015* Conference Centre comprises 5 conference rooms suitable for hosting discreet boardroom meetings or conferences for up to 180 delegates. There are also a number of smaller rooms available should you require them. With a choice of 5 conference rooms and a choice of smaller rooms, there's a meeting room for you that meets all requirements.

Our conference rooms and equipment ensure that everyone gets the most out of their meetings. With high quality finished rooms and innovative conference equipment, make us the one stop shop to your conference and meeting needs.

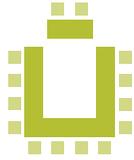
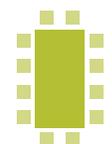
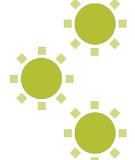
### *Unique 3-star meeting venue in a central-location Hotel facilities at a glance:*

53 Bedrooms, Doubles, Twins, Family, Triple, Quad, Executive and Penthouse rooms  
5 conference rooms • Largest meeting room holds 280 • Brasserie Restaurant  
Breakout rooms - Induction loop available for hearing impaired

Wheelchair access throughout most of the hotel • Brand new facilities  
FREE high speed WiFi throughout nearby attractions • Innovative conference equipment  
Dedicated conference team • Air conditioning



## Room Sizes & delegates

	Capacities						Features		
	Theatre	U-shape	Boardroom	Classroom	Dining	Cabaret	Bar	Controllable lighting	Private dining
									
<b>Station 1</b> 8.5 x 8.6 metres	75	30	30	40	60	50	✓	✓	✓
<b>Station 2</b> 8.5 x 8.6 metres	75	30	30	40	60	50	✗	✓	✓
<b>The Station Suite</b> 17 x 8.6 metres	180	N/A	N/A	80	120	100	✓	✓	✓
<b>Ivey 1</b> 4.5 x 6 metres	20	N/A	15	10	N/A	N/A	✗	✓	✓
<b>Ivey 2</b> 10.6 x 5.8 metres	30	30	30	20	40	30	✓	✓	✓
<b>Ivey Suite</b> 9 x 6 metres	60	30	40	40	60	30	✗	✓	✓

All rooms have disabled access, air conditioning, natural day light and high-speed complimentary WiFi.  
To view the meeting floor plans please contact [conferenceandevents@thegrandhotelswansea.com](mailto:conferenceandevents@thegrandhotelswansea.com).

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# Our Promise to You

We want you to feel as confident of our service as we are. That's why we've created the *Meetings for You* promise.

**We're fast** – We will respond to venue enquiries within two hours.

**We're clear** – When you get a price from us there will be no hidden extras. Everything will be clearly laid out so you know what you are paying for in advance.

**We're consistent** – You will have a dedicated point of contact, who will handle your booking, from your initial enquiry through to the day of your event.

**We're friendly** – We are committed to making all our guests feel at home. You can rest assured that everyone who is organising and attending your event will receive a warm welcome and attentive service from friendly staff.

**We care** – Our team is committed to making sure your event is a success, and your dedicated organiser will meet with you immediately afterwards to ensure you are happy with the way it went.





### Speed of service isn't just about the broadband...

From your first enquiry to the finishing touches, experience a level of service that anticipates but never assumes. Speedy and seamless, it gives us the confidence to offer a 100% satisfaction guarantee.

Running like clockwork shouldn't mean hard work. While you're concentrating on the bigger picture, your dedicated conference co-ordinator will be joining up the dots – taking care of the little things that leave a lasting impression.



### Flexible Meeting Packages

We offer a range of fully inclusive, flexible packages that can be tailored around your individual requirements.

#### Standard 8 hour package

Meeting room hire • WiFi • Stationery box (including pens, paper, name cards and stress gadgets)  
• Projector • Screen • Flip chart • Interactive Board • Mints • Bottle service water • Jelly beans  
• Morning tea/coffee with fresh pasties or fruit • Afternoon tea with freshly baked cookies  
• 2-course Lunch bespoke menu tailored to your needs, or select from three mouth-watering menu options designed for meetings and events of every size and style.



#### 24 Hour Package

The 24 hour package includes everything in the 8 hour packages plus the following extras:  
En-suite accommodation in a standard room • Three course dinner • Full English breakfast

## Energise

Exclusive to The Grand Hotel Swansea our new *Energise Package*

Our energise package ensures that you really do get the most from your meetings, keep everyone hard at work with a mid-morning energy boost, lunch to linger over and a well-timed afternoon pick-me-up – it's all freshly prepared and nutritionally balanced to help you stay sharp throughout the day, because the food you eat fuels your success.

The energise package comes with all the perks of our other packages but really focuses on keeping you and your delegates energised all day long with pick me ups such as fruit bursting smoothies. Our stationery boxes are also filled with unique items such a stress and concentration balls and mood music should you wish.

## Meetings by the Hour

Sometimes you simply need a meeting room that's fully-equipped, convenient and provides a professional setting, but without breaking the bank. That's where our Meetings by the Hour option comes in. You can hire one of our meeting rooms for a great value rate, then add whatever you like from our extensive menu of optional extras.

- Audio Visual Equipment
- Flipchart & Markers
- Projection Screen
- LCD Projector
- PA system
- Hand Held Microphone or Lapel Microphone
- DVD Player

Make sure you ask your dedicated conference co-ordinator for our *Special Delegate* packages throughout the year. Enjoy ice lollies in the summer and warm hot chocolate with marshmallows in our winter delegate packages.

*More Audio/Visual Equipment available upon request*





### Thought for food

There's truth in the old adage that you are what you eat, so it's reassuring to know that considerable thought has gone into preparing it.

The Lunch Box Innovation is a box with an individual selection of savoury and sweet dishes to enjoy while you work or take a break.

### Room for lunch

A wholesome mix of deli-style platters and buffet choices all served in the privacy of your meeting room.



### Time out

Leave it all behind and recharge in the restaurant with waiter service, or graze on a flavoursome fork buffet of hot and cold dishes and classic British puddings.



## Getting Here

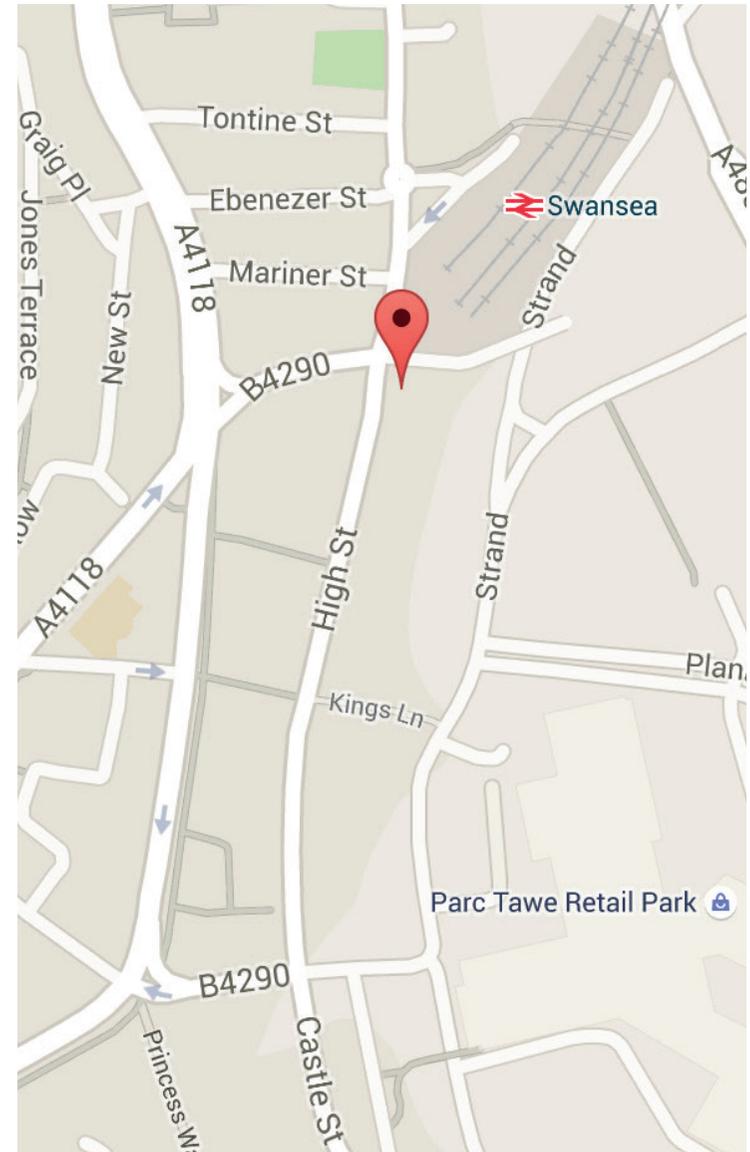
Our experienced and friendly events team offer the professional support you need to host an effective business meeting, conference, exhibition or corporate dinner for up to 120 people.

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.

For all meetings and conference enquiries and bookings please contact our team today.

**Email:** [conferenceandevents@thegrandhotelswansea.com](mailto:conferenceandevents@thegrandhotelswansea.com) **Phone:** 01792 645898

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Thank you for considering The Grand Hotel, Swansea