

# GLENAVON House Hotel



## Meetings & Events

2023

The perfect venue for meetings & events





## Full Leisure and Conference Facilities in one perfect location

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The Glenavon House Hotel is located in the geographical centre of Northern Ireland. The 62 room family run hotel, has full leisure and conference facilities.

Northern Ireland's finest countryside is the perfect location for an internationally appointed hotel. Hand in hand with all the facilities you would expect in a luxurious 'home from home', goes all the friendliness and warmth of welcome the Glenavon is known for.

**Conferences and seminars are very well catered for at the Glenavon, with no less than 8 suites available we can cater for up to 400 delegates, while suiting all requirements and budgets.**

All conference suites provide the necessary audio-visual equipment which may be required, can be arranged in almost any configuration to suit your event and are fully accessible for wheelchairs. Controlled air conditioning and heating ensures a comfortable atmosphere and all rooms are fitted with telephone sockets.

All rooms are multi purpose and the enclosed plan gives an indication of seating arrangements and capacities of each room together with technical data and charges.

With a range of meals and refreshments at your disposal, from tea and coffee to lunch, dinner and buffets, you can be confident that your conference or seminar will be successful and memorable.

We also offer a full range back up service including photocopying, printing and typing should they be required.

# Experienced Planning Services

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As a conference venue, we have experience which will prove invaluable in the planning and implementation of your conference. We have a manager on duty at all times to oversee all parts of the day.

Glenavon provide excellent support for the duration of your event.

We understand that you will require one to one support throughout the day. We have well appointed staff who deal solely with the conference centre. One of these staff will be appointed to your conference and will be there to offer assistance throughout the day.

With AV and technical equipment being such an integral part of a conference, we have a support team here ready to offer assistance with any problems that may arise in this area.

We are aware of the issues that can arise throughout the planning of your conference and indeed on the day.

We are confident in our ability to deal with these issues for you given our experience. With this in mind we aim to change procedures as needed in accordance to each individual booking.

## TECHNICAL ISSUES

We are able to assist with any problems which may arise with laptops, internet access, data projector etc.

## TIME DELAYS OR CHANGES

This can be something which can happen very easily, although not something which needs to be a problem. With the right notification, staff can adjust meal and break times to suit.

## TRAVEL

We realise that given our central location we are particularly accessible to the majority of people. Given this, we understand that travel can be an issue for some. We are only too happy to arrange taxis, offer bus and train timetable advice and assist with any travel issues that arise.





# Planning your Event

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## CONSULTATION

We will identify a booking contact from the hotel for you to deal with.

Initial Consultation will take place regarding your conference – this can be over the phone or we can arrange a meeting for you to come and view the hotel, whichever is more suitable to your schedule.

## FINAL TOUCHES

One week prior to your conference taking place...

- We will finalise meal choices, accommodation requirements and equipment which you will require on the day.
- We will inform you of your points of contact on the day including Manager, Receptionist and Conference co-ordinator on the day.

## AT THE EVENT

Your conference will be welcomed by Glenavon Hotel

- Registration will take place
- Organisers can go through the running procedure of the day, whilst readjusting meal and break times as needed.
- Any changes with room set up, technical equipment can be facilitated by our in house maintenance team.
- Finalisation of billing.





# Conference Rooms

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We offer a choice of private rooms, conference suites and event halls.

## TYRONE SUITE

The Tyrone Suite is fitted with state of the art audio visual equipment and includes

- 2 motorised screens
- 2 inbuilt data projectors
- roving microphone
- stationary microphone
- Wireless internet
- Use of all these facilities is included in the room hire charge

## ADAIR SUITE

The Adair Suite is fitted with

- 2 motorised screens
- 2 inbuilt data projectors
- roving microphone
- stationary microphone
- wireless internet
- Use of these facilities is included in the room hire charge

## CONFERENCE CENTRE

**The Clonavaddy, Drum, Ballinderry, Tully and River Room Suites**

Each include equipment as follows:-

- data projector
- screen
- flipchart
- wireless internet
- Use of these facilities is included in the room hire charge.



# Conference Rooms

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	CLONAVADDY *	BALLINDERRY *	DRUM *	TULLY *	RIVER ROOM *	ADAI R	TYRONE **
Floor Area (metres)	10.96 (w) 8.90 (l)	9.75 (w) 9.25 (l)	10.8 (w) 7.2 (l)	5.3 (w) 7.2 (l)	5.3 (w) 8.9 (l)	13.7 (w) 16.7 (l)	14.2 x 20.5 18.5 x 20.5 24.5 x 20.5
Theatre Style	80	50	40	25	/	100	200 / 300 / 400
Classroom Style	40	24	21	18	/	50	On request approx 200
Cabaret Style	42	30	24	12	/	70	All on request
Boardroom Style	36	26	26	14	8	50	N/A
U Shape	26	20	20	11	/	40	All on request
Full Day Price	320	260	260	195	185	320	500 (1/2) / 600 (3/4) / 700 (full)
Half Day Price	200	160	160	125	125	200	350 / 450 / 550



# Bedroom Accommodation

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## ENJOY A COMFORTABLE STAY

We have 62 bedrooms, all decorated and furnished to a high standard of comfort and style. A variety of room types are available including twins, doubles, suites and family rooms.

### All bedrooms contain:

- En-suite Bathroom
- Tea/coffee making facilities
- Hairdryer
- Direct dial telephone
- Remote controlled television
- wireless internet access

### OUR CORPORATE TARIFF FOR 2023

**£97.00**

For a single

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**£160.00**

For a twin or double

- All rates include full breakfast and full use of our leisure facilities.



# Hotel & Leisure

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## CLUB RIVIERA

All residents automatically become temporary members of our private health and leisure club, Club Riviera during their stay.

This gives them access to our:

- 20m swimming pool
- Jacuzzi
- Steam room
- Sauna
- Needle showers
- Fitness suite
- Gym

## RESTURANT & BAR

The Cellar is open daily for breakfast, lunch and dinner daily. Carvery lunches are served every Sunday from 12.30pm to 2.30pm.

We can cater for all dietary requirements including coeliac, vegan, vegetarian etc – please notify us in advance of any requirements.

The Cellar Bar is open daily from 11.30am to 11.30pm with live music on Saturday and Sunday nights.

Bistro Vino is available for private dining for which there may be a room hire charge.

## CAR PARKING

Complimentary open parking for approx 400 cars. The hotel accepts no responsibility for cars parked in the carpark.

## ACCESSIBILITY

The hotel is categorised Grade 1 by N.I.T.B. In addition we have won an award for our facilities from Holiday Care.

There are a range of facilities including:

- passenger lifts
- designated parking ramps
- adapted toilets and bedrooms.

We would ask for notification in advance of any guests who may need assistance.





# Location & Leisure

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## LOCAL ATTRACTIONS

Local attractions within 30 minutes drive of the hotel include:

- Killymoon Castle,
- Wellbrook Mill,
- Springhill House,
- OM Dark Sky Observatory
- Lissan House.

The central location of the hotel enables you to visit, in less than one hour's drive, any area in N Ireland including:

- The Giant's Causeway,
- The Glens of Antrim,
- Belfast
- and the Fermanagh Lakes



# How to Find Us

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Located at the foot of the Sperrin Mountains on the banks of the Ballinderry River, the Glenavon House Hotel can be found just outside Cookstown on the Drum Road A505 towards Omagh.

## Belfast International Airport

40 miles approx 50 mins

## Belfast City Airport

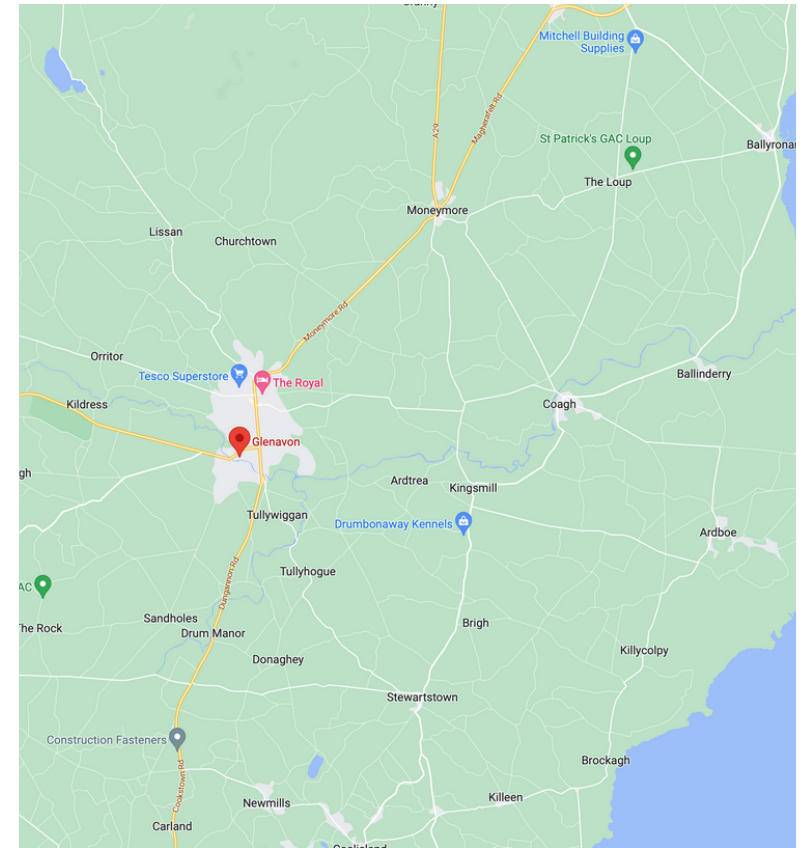
55 miles approx 60 mins

## Belfast Harbour

55 miles approx 60 mins

## Portadown Train Station

27 miles approx 40 mins





# Pricing

Please see below our prices, which we have set these out individually. We can also provide a daily delegate rate.

Please also see our room hire rate chart enclosed.

## REFRESHMENTS

Tea or Coffee only	£2.50 per person per serving
Tea, Coffee and Biscuits	£3.50 per person per serving
Tea, Coffee and Scones	£3.95 per person per serving
Tea, Coffee and Shortbread	£3.75 per person per serving

Lunch (Main Course with Tea or Coffee)	£16.95 per person
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Lunch (Main Course with Sweet, Tea or Coffee)	£19.95 per person
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Full Finger Buffet	£15.95 per person
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Tea, Coffee, Soup and Sandwiches	£14.95 per person
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Dinner (4 course)	£27.50 per person
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Fork Supper (choice of 2 mains served with rice, chips and tossed salad, tea/coffee)	£16.75 per person
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Bottled Water (replenished as required)	FREE OF CHARGE
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Mints	FREE OF CHARGE
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## REFRESHMENTS

Daily delegate rate available - £35.00 per person (based on minimum 10 delegates)

- Tea/coffee & scones on arrival
- Main course with tea/coffee
- Tea/coffee & shortbread afternoon
- Room Hire 9am to 5pm
- Includes data projector, screen & 1 x flip-chart.



# Pricing

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If you are a new customer to the hotel, you have a number of options.

You can set up account facilities with the hotel; this can be carried out by following a procedure which will take approximately 3 weeks.

The account can also be settled on the day.

For those bookings who do not have account facilities a credit card will need to be given against the booking as a guarantee.

The Glenavon House Hotel operates a 30 day payment period. In the event of payment exceeding this time, we reserve the right to adhere to the 'Late Payment of Commercial Debts Interest Act 1998' and will claim additional interest on payment at 8% above the Bank of England base rate on all overdue payments.







**GLENAVON**  
House Hotel

#### CONTACT DETAILS

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