



THE BULKELEY HOTEL

BEAUMARIS, ISLE OF ANGLESEY

Conference Pack

Here at The Bulkeley Hotel, we are passionate about bringing your next event to life. Located in the heart of the quiet town of Beaumaris the hotel offers stunning views overlooking the Menai Strait and Snowdonia Mountain Range making it the perfect backdrop for your next occasion. With bespoke menus, a dedicated Events Manager and a great location we offer the flexibility to create the perfect customised package for your specific requirements. We pride ourselves on our warm hospitality, our professional service and our attention to detail. Whether traditional or contemporary, grand or intimate we can cater for your individual needs and tastes.



The Bulkeley offers a variety of function rooms ranging from more intimate private meeting spaces to spacious conference facilities for 2-100 delegates. Regular corporate clients or group bookings attract favourable accommodation rates and bespoke menu packages. We can also provide an LED screen, projectors and more, simply let us know of any requirements you have prior to your arrival.

BALLROOM

A great space for up to 100 guests, with a private bar and dance floor for you to host a fabulous party, wedding reception or business event.

The elegant Art Deco ballroom comprises 3 large sash windows flooding the room with natural light and a large Bay window providing panoramic views over the Menai Strait and Snowdonia Mountain Range.

Please speak to our experienced team with regards to the variety of room layouts available and making the space work to your specific requirements.



BALLROOM

CAPACITY

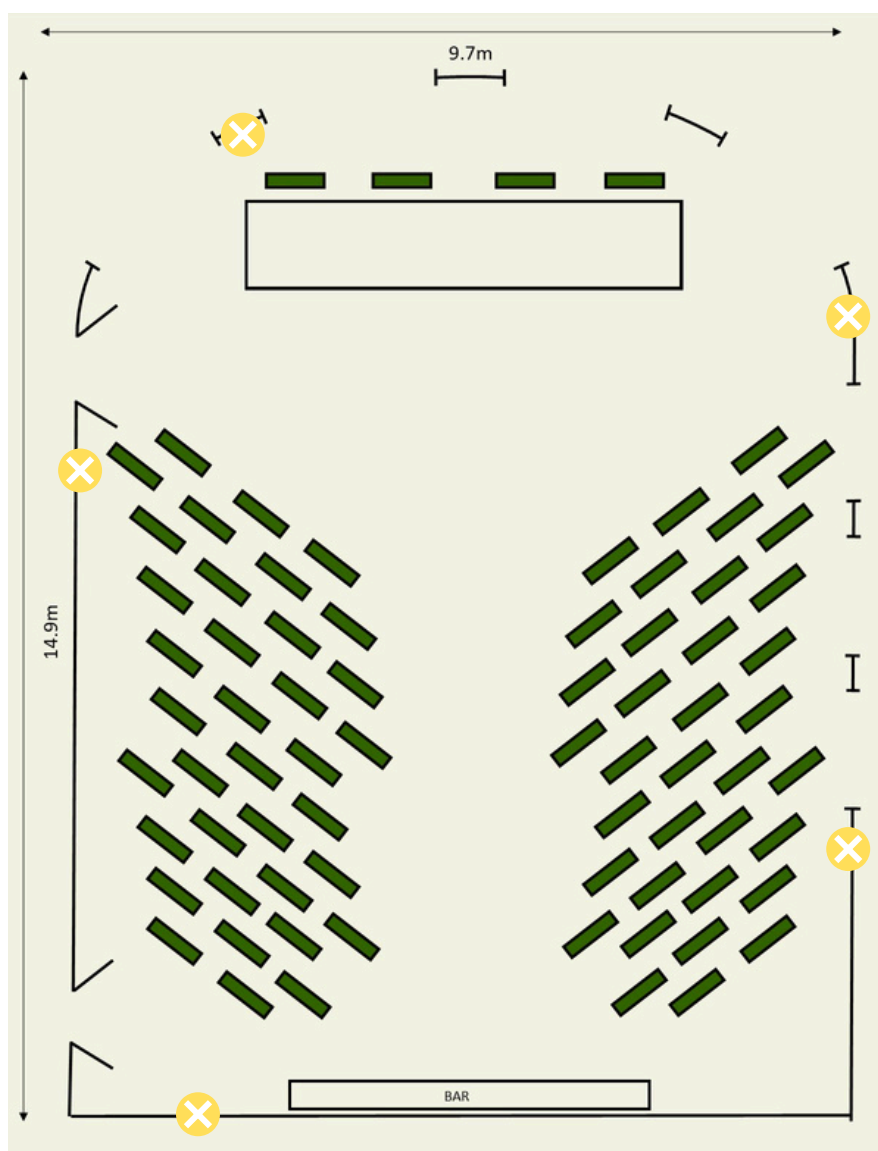
Seated: 10 Round Tables 100

Theatre Style Seating 100

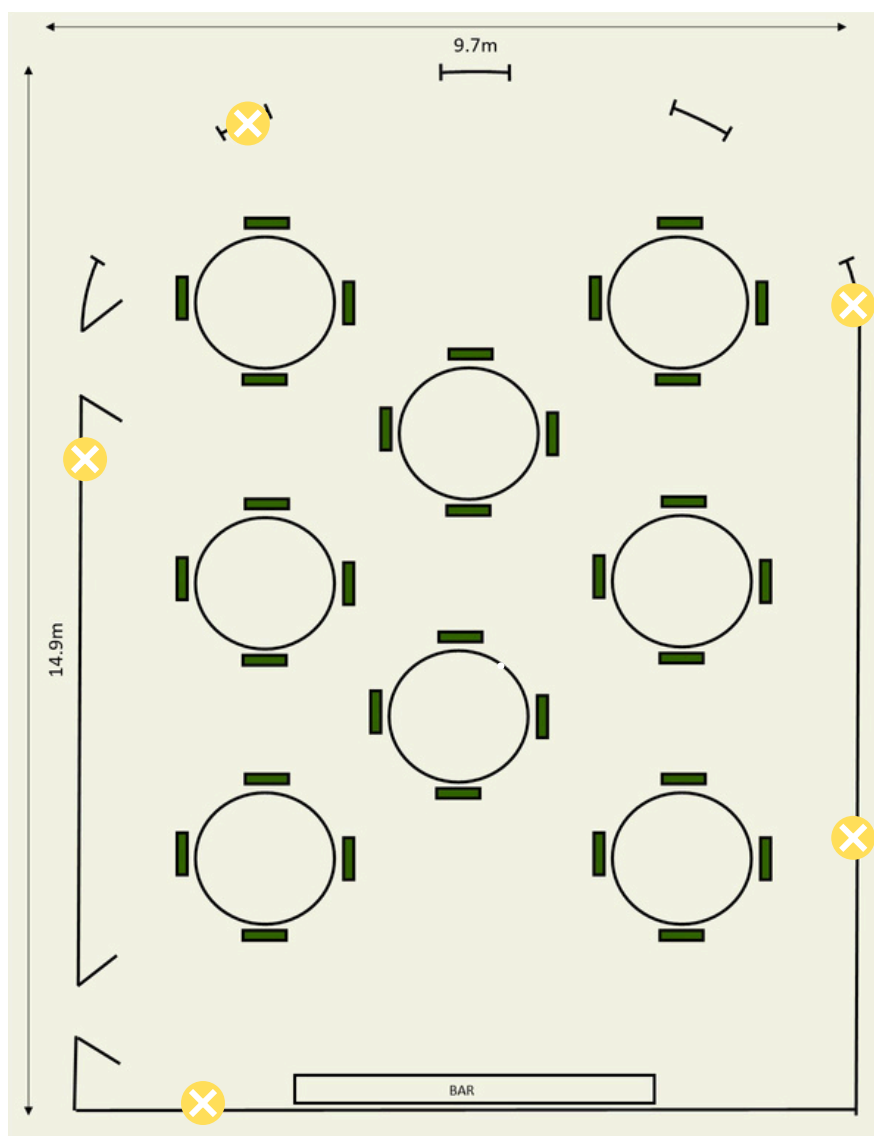
Standing: 100

AVAILABILITY

7am – Midnight || 7 days per week



THE BULKELEY HOTEL
BEAUMARIS, ISLE OF ANGLESEY



LLEWELYN SUITE

The Llewelyn Suite is an ideal space for business meetings or company conferences and presentations, with WiFi access as well as a projector.

This is a more private area where a quiet atmosphere can be maintained.

Its flexible seating arrangements and beautiful decor makes it a great space for hosting private dinner celebrations too, with exclusive room service and menus and drinks packages tailored for you.



LLEWELYN SUITE

CAPACITY

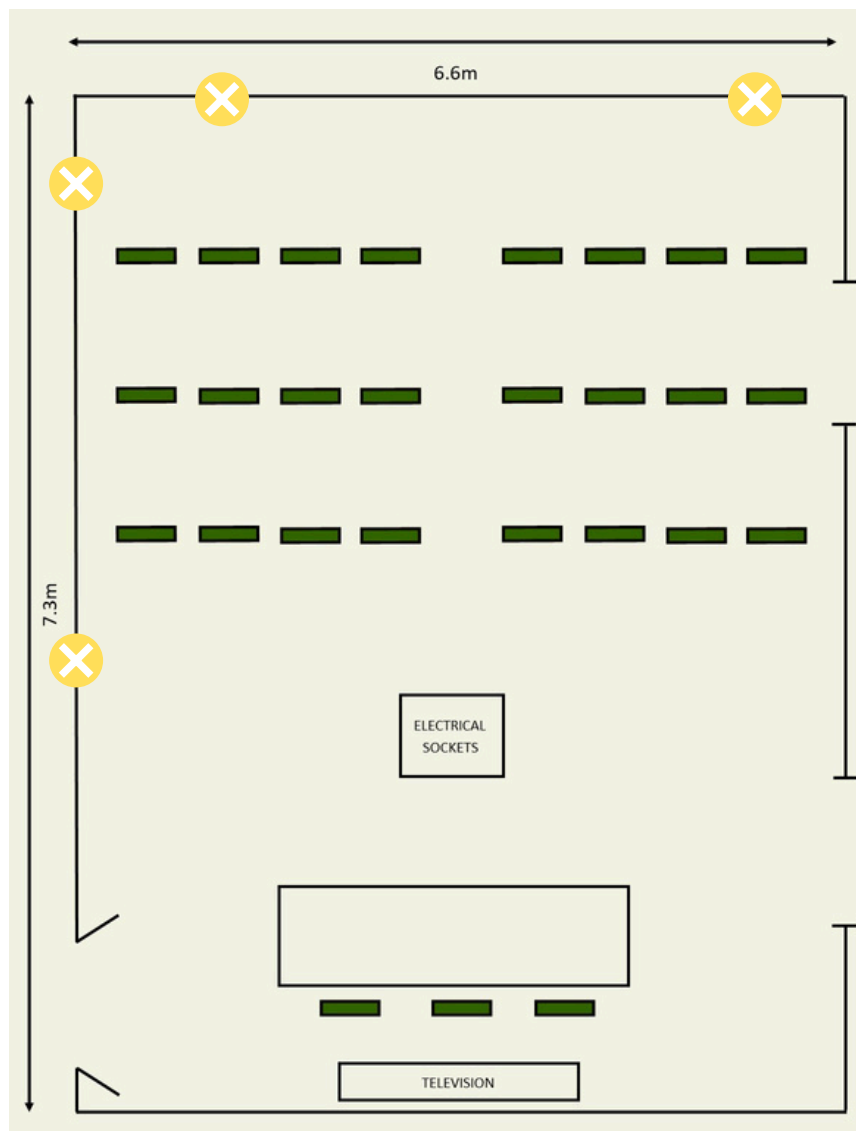
Ceremony: 30 Guests

Boardroom: 20 Delegates

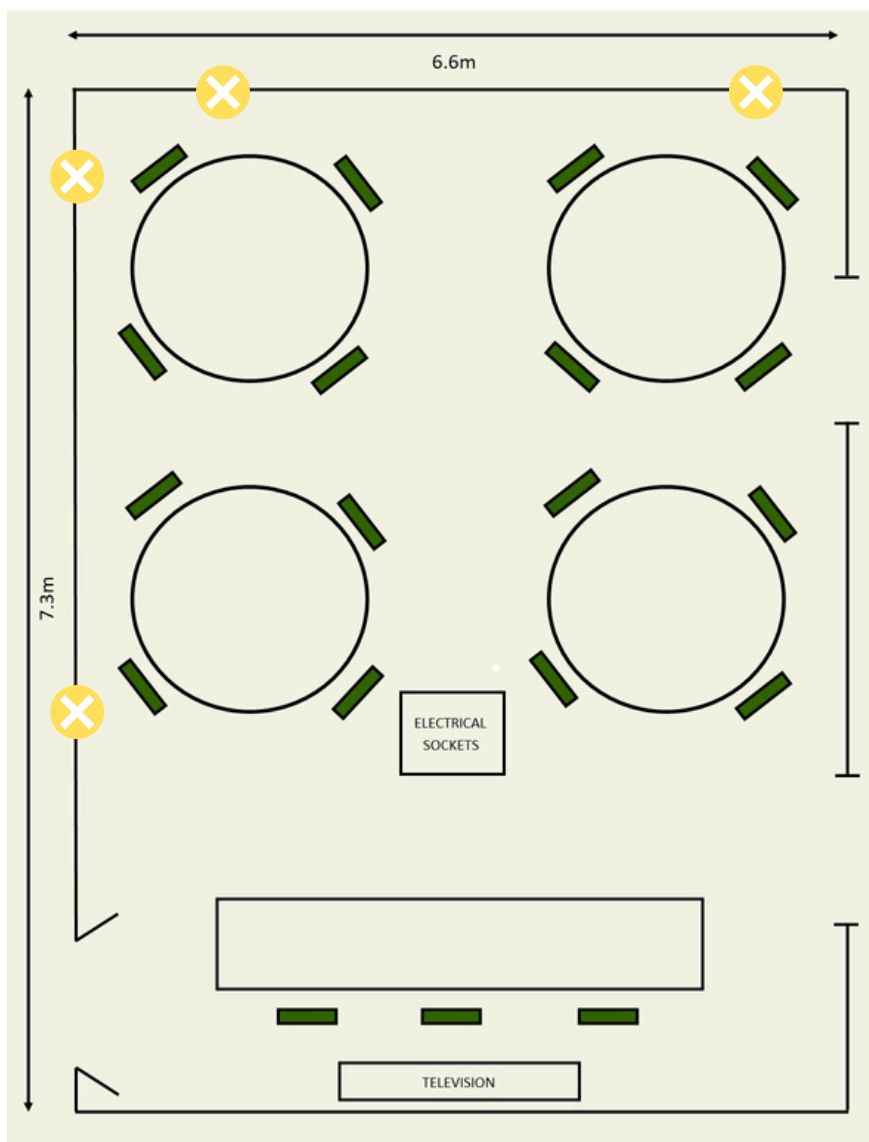
Private Dining: 30 Guests subject to layout

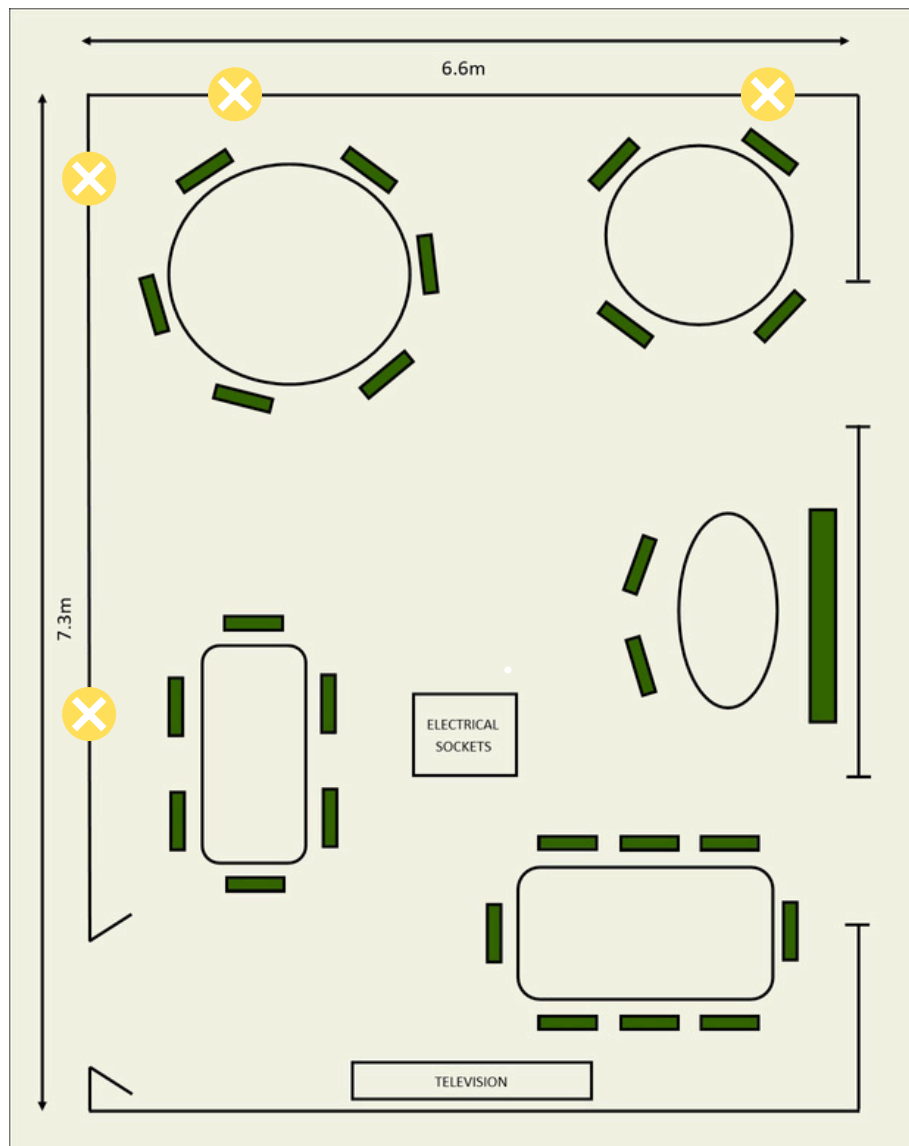
AVAILABILITY

midday – 11pm || 7 days per week



THE BULKELEY HOTEL
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HANSOM'S RESTAURANT

An elegant dining room with large sash windows overlooking the Menai Strait and Snowdonia Mountain Range. Host your special birthday, anniversary or afternoon tea and we'll ensure everything is taken care of. From exclusive table service, menus and drinks packages tailored for your event.



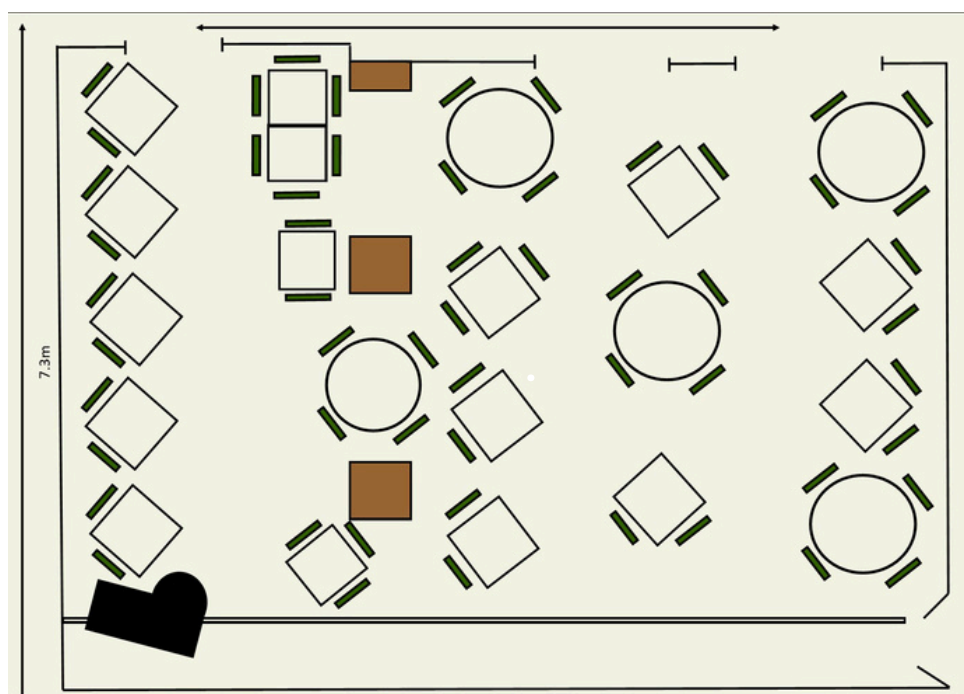
HANSOM'S RESTAURANT

CAPACITY

Seated: 64

AVAILABILITY

midday – 4pm || Monday – Saturday



THE BULKELEY HOTEL
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THE GALLERY

An art Gallery providing the perfect venue and bright gallery lighting for your exhibition, or as a modern private meeting or dining area with a large oval table providing a more intimate, private ambience.

A large sash window floods the room with natural light offering views across the Menai Strait and Snowdonia Mountain Range.



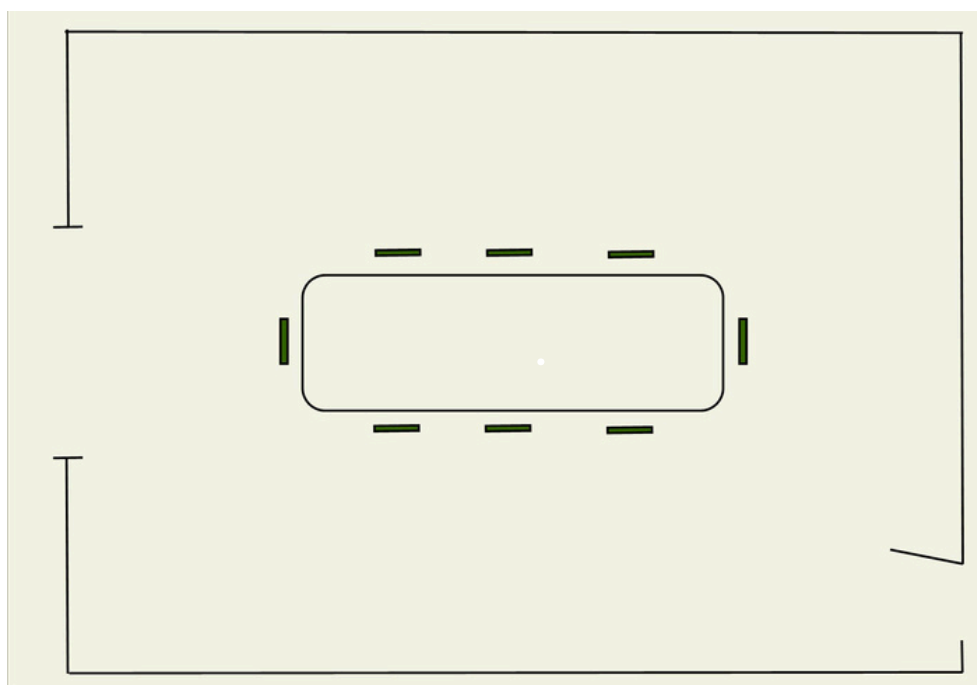
THE GALLERY

CAPACITY

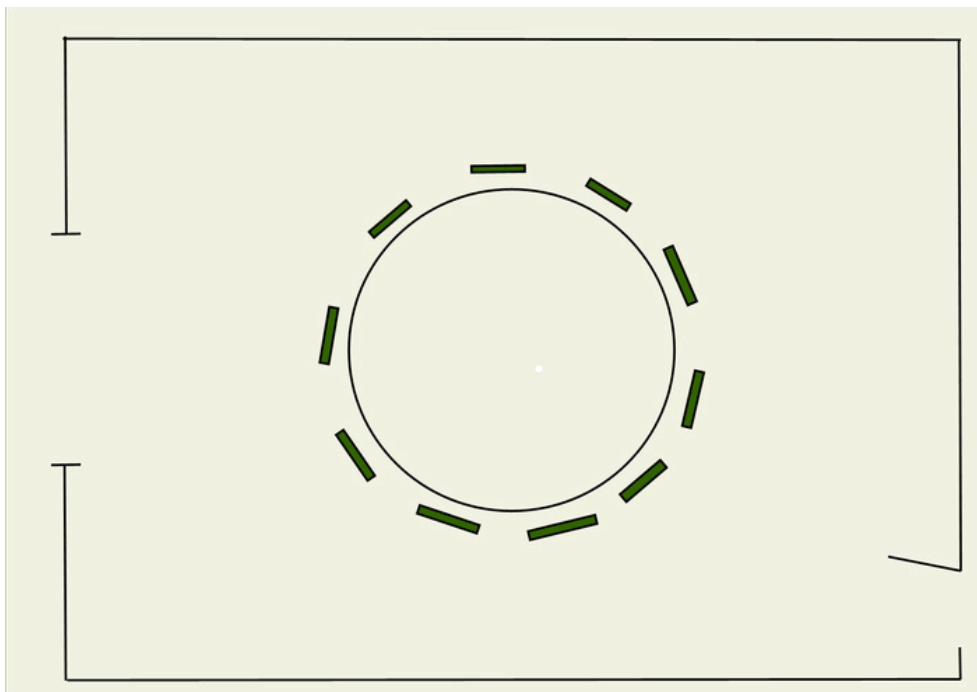
Seated: 10

AVAILABILITY

9am – 9pm || 7 days per week



THE BULKELEY HOTEL
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THE BULKELEY HOTEL
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The Bulkeley Room Hire

NATURE OF FUNCTION:

ORGANISATION/GROUP:

CONTACT:

ADDRESS:

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TELEPHONE:

DATE REQUIRED:

DURATION:

FEES:

RESPONSIBLE PERSON:



1. **SUPERVISION** The Hirer shall appoint a Responsible Person to supervise the premises throughout the event. At all times there shall be at least one attendant on duty to assist persons entering or leaving the premises for every hundred or part of one hundred persons present. The Responsible Person and all attendants shall be familiar with the Fire Evaluation Plan (attached) and capable of carrying out the actions listed.
2. **FIRE PRECAUTIONS** The Responsible Person shall ensure that : Fire Exits are kept clear at all times; The green Exit signs are switched on ; Fire Extinguishers are not moved or obstructed, Fire Alarm Points are accessible ; and Fire Doors are kept closed.
3. **NUMBERS** The Room is licensed for 100 persons only.
4. **SEATING** Chairs used for seating shall be arranged in rows of not more than twelve chairs in any one section and be so arranged that no seat shall be more than 3.66m from gangway. There should be clear space between rows of at least 300mm (measured between perpendiculars from the back of one seat to the front of the seat immediately behind). There shall be adequate gangways of not less than 1.06m in width intersecting the rows of seating and at the front and rear room. There must be no projection which diminishes the effective width of the gangways and the ends of all rows and seats shall be so aligned as to maintain a uniform width of gangway.
5. **ACCESS & PARKING** The Ballroom's fire exit may be used for access of any supplies to the event using the adjacent ramp from the car park, such as DJ equipment or craft-fair supplies. Once all supplies are installed any cars/vans must vacate the car park as the parking spaces are reserved for hotel patrons only.
6. **DAMAGE AND BREAKAGES** To paid for by the Hirer.
7. **PERSONAL BELONGINGS** The Bulkeley Hotel cannot accept any responsibility for loss or damage of any personal belongings.
8. **BOOKINGS & PAYMENT** Bookings can only be accepted provided this form has been completed. The balance of the hire fee is payable immediately at the end of the event. In some instances a hire fee may be waived for charity events or if the hirer is purchasing significant hotel food and beverage services as part of the event. The hirer fee is therefore at the discretion of the General Manager and should be discussed and agreed upon before any booking is confirmed.
9. **CANCELLATION POLICY** In the event of cancellation any deposit paid is transferable to a rescheduled date. Rescheduling can only occur in the event that the room is available to hire on the date requested.
10. **NOISE** Please minimize the amount of noise during setting up and taking down of tables and displays. Banging and dragging tables and chairs across the Bulkeley Hotel floor causes a major disturbance to the rooms above. During the event if hiring a DJ all music must stop at 11pm prompt to ensure a lack of disturbance to hotel residents.
11. **ALCOHOL** The Bulkeley Hotel does not provide a corkage facility and all alcohol consumed on the premises must be purchased from The Bulkeley Hotel between the hours of 11am and 11pm in accordance with legal requirements.
12. **DECORATIONS & SIGNAGE** If the customer wishes to decorate the room, or add signage directing people to the event, any third-party supplier must be organised by the hirer and the contract is the sole-responsibility of the hirer. All third-parties must adhere to The Bulkeley Hotel's decorations and signage policy whereby all decorations or signs must be put up using blue-tack only avoiding wallpapered areas to avoid damage to the hotel's decor. All external signage must not obstruct public walkways or existing hotel signage. Please speak to the hotel's General Manager regarding areas you wish to decorate and the nature of the decorations required. No decorations or signage can be added without prior agreement with the General Manager and any damages to hotel decor must be paid for.
13. **TABLECLOTHS.** Tablecloths and napkins are supplied for your event by The Bulkeley Hotel and are included in your hire fee. Linen napkins are supplied with the exception of finger buffets where paper napkins are supplied.

PAYMENT/ DEPOSIT :.....

I Accept on behalf of the organization named, the conditions of the hire as stated.

SIGNED :..... DATE:

Bulkeley Hotel Fire Policy

In the event of fire or fire alarm sounding:

- * In the event of fire alarm sounding duty manager to take control.
- * Check fire alarm panel in reception to determine where in the building the alarm has been activated.
- * Open lift door on ground floor to insure nobody uses it.
- * If maintenance personnel are available investigate with duty manager to determine if the alarm is for an actual fire or false alarm.
- * Reception staff to collect occupancy, evacuation list and staff sign-in sheets.
- * Heads of department must make sure all their staff are directed out of the building immediately, advising any customers to leave straight away.
- * If duty manager and maintenance personnel discover fire or are unsure as to the cause of the fire alarm sounding inform reception to dial 999 and advise fire brigade of fire alarm sounding.
- * Duty managers should insure that no persons enter the building and that all areas are clear. Allocate someone to stand on Castle St entrance to insure nobody enters.
- * Fitness manager and Barber shop operative should insure all persons leave immediately.
- * Housekeepers should leave hotel by first available fire exit, advising all persons to leave building immediately.
- * In the event of fire brigade being called out, Duty manager to greet them and advise on the situation.
- * Inform the fire brigade if there are any persons within the building with any disabilities

