



## Conference Concept

The Inchtute Hotel can offer everything you need to carry out a successful conference. Situated just 4 miles from Dundee and 13 miles from Perth on the A90, our hotel has excellent road links to the rest of Scotland. We have excellent facilities and all the requirements and knowledge to make any conference a success.

We have compiled a selection of packages to suit your needs/budget, we will however be more than happy to discuss any other requirements that may not be part of our packages. We have 8 en-suite bedrooms, and a 3 bedroom country cottage for any colleagues requiring accommodation.

To cater for your delegates the hotel has a contemporary menu specialising in local produce, more traditional bar meals are served in our Lounge Bar.

We pride ourselves on the ability to organise a successful conference from start to finish. We will do our utmost to ensure that all requirements and expectations are met. We are very flexible in our approach, and will advise where and when needed in the execution and delivery of your conference.

## Function Rooms

Our Rossie Suite is the larger of our two main conference rooms within the hotel. It can hold up to 160 as an auditorium layout. The room can also be used for smaller numbers, as the group can be split up into smaller groups, hence utilising the size of the room into syndicate areas. This Suite also has air-conditioning which can be used on a hot summer day.

Our Kinnaird Room is the smaller of the two, holding conferences up to 50 people as an auditorium layout, but is more popularly used as a U-Shape or Boardroom layout.

Both of our function rooms have hi-speed broadband internet access.

Our bedrooms can be used as breakout rooms if this is required for your conference. These are all located on the same level as the conference rooms and are ideally used as syndicates.

All our conference facilities are situated on the upper level of the hotel, this ensures that there are no disturbances or noise to ensure that concentration levels are at their peak. Toilet facilities are also just a few steps outside your conference room.

## Room Hire Includes

- Pads and pens
- Jugs of iced water on the table
- 1 Flip-chart, OHP and screen
- Stationery Box

## Package A – Food and Beverage (Full Day)

- Tea/ coffee/ biscuits on arrival
- Morning Break of tea/ coffee/ shortbread
- Lunch to include soup of the day and a selection of sandwiches and crisps, tea and coffee. Can be served in the room.
- Afternoon break of tea/ coffee/ Danish pastry

## Package B – Food and Beverage (Full Day)

- Tea/ coffee/ biscuits on arrival
- Morning break of tea/ coffee/ Danish pastries
- Lunch to include Hot and Cold finger buffet. This will include 3 hot item finger buffet and 3 cold item finger buffet, tea/ coffee, can be served in the room.
- Afternoon break to include tea/ coffee and a selection of muffins.

## Package C – Food and Beverage (Full Day)

- Tea/coffee/Danish pastries on arrival
- Morning break of tea/coffee, selection of muffins.
- Lunch to include 3 hot & 3 cold Main Course items all served buffet style. Can be served in the room.
- Tea/coffee

## Package D – Food and Beverage (Half Day)

- Tea/ coffee/ biscuits on arrival
- Break of tea/ coffee Danish Pastries

## Package E – Food and Beverage (Half Day)

- Tea/ coffee/ Danish pastries on arrival
- Break of tea/ coffee, scones and fresh cakes accompanied by butter, cream and preserve.

## Package F – Food and Beverage (Half Day)

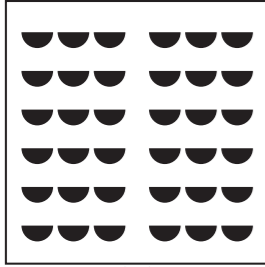
- Soup and sandwich lunch on arrival with tea/ coffee, to be served in the room.
- Break of tea/ coffee/ biscuits



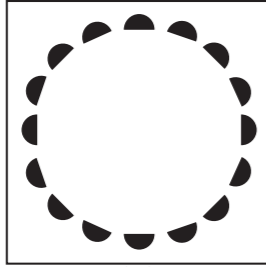
## Room Layouts

The top of each diagram represents the front of the meeting room.

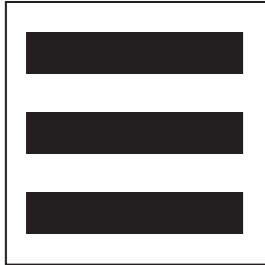
(Furniture arrangements are approximate and will vary).



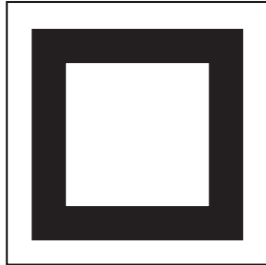
(A)



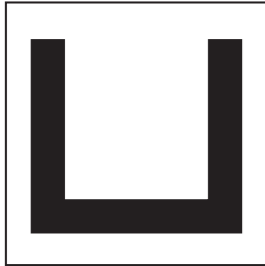
(B)



(C)



(D)



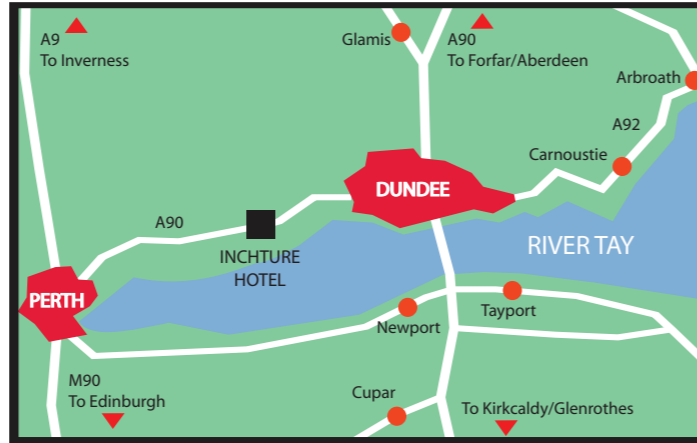
(E)

- A. Auditorium
- B. Circle
- C. Classroom
- D. Hollow Square
- E. U-shape



## AV Equipment

We will ensure that your conference has everything it needs to be successful. This may involve the additional hire of AV Equipment which the hotel will provide at an additional charge, we will gladly advise on what may be required if needed.



### HOW TO FIND US

We are located 4 miles from Dundee, 13 miles from Perth, 48 miles from Edinburgh, 72 miles from Glasgow and 73 miles from Aberdeen, so we make the ideal central location in Scotland.

If you feel we can be of further assistance please call 01828 686298 for an appointment, where we can discuss your requirements in more detail and give you a guided tour of our hotel.

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CONFERENCES AT INCHTURE

