



Clanree Hotel
CONFERENCE & LEISURE CENTRE

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Warm Hospitality and professional service delivered in luxurious surrounds.

We at the Clanree Hotel take great pleasure in our ability to provide and exceed requirements for holding Events and Conferences here in Letterkenny. We have a dedicated Conference & Banqueting Coordinator who has a wealth of experience in assisting you with any size of Event or Conference from 10-1,000.

The Clanree Hotel in Letterkenny is the perfect location for exploring beautiful Donegal and the North West of Ireland. Conveniently situated off the Dry Arch Roundabout on the main Derry Road in and out of Letterkenny, we are a few minutes drive from the bustling Town Centre, 15 minutes from Grianan of Aileach and 45 minutes from the City of Derry Airport and Donegal Airport, a fantastic scenic drive through Glenveigh National Park towards the beautiful Gaeltacht Areas.

The **Clanree Hotel**, Letterkenny is the ideal venue for your requirements in one setting. The Aileach restaurant in the Clanree Hotel offers excellent food, while the New Oscar's bar has a well earned reputation for traditional music sessions, plus live music every weekend, and visitors can't fail to be impressed by its grand interior and wide range of facilities.

The hotel has a large heated outdoor lounge and a health and fitness club with a heated indoor 20m pool and children's pool, Jacuzzi, sauna, steamroom, solarium and fully-equipped gym. There is an in-house beauty salon providing a full range of treatments and special 'pamper packages' are available throughout the year.

**Professional and Friendly Conference Service
Ample Complimentary Car Parking**

Room Hire Charges

	FULL DAY	PARTIAL DAY
Shellbridge Suite	€750.00	€380.00
Mac Grianna Suite	€550.00	€350.00
Gartan Room	€130.00	€80.00
Altan Room	€100.00	€70.00
Achla Room	€100.00	€70.00

**** Rates are negotiable depending on event ****

Equipment Hire

OHP/Screen	€40.00
PA System	€60.00
Lapel Radio Microphone	€50.00
LCD Data Projector	€125.00
VHS & Monitor	€40.00
Hand Held Microphone	€40.00
Flipchart	€15.00

Refreshments per person

Tea/Coffee	€2.20
Tea/Coffee Biscuits	€2.80
Tea/Coffee, Scones, Jam & Fresh Cream	€3.50
Tea/Coffee, Soup & Sandwiches	€9.00



Our Chef's are more than happy to cater for Vegetarian, Vegan, Celiac, Diabetic and all other dietary requirements

All Charges inclusive of VAT

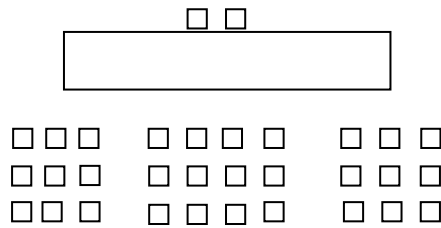
The layout of your meeting room is an integral part of your event. It is important that your delegates have an environment, which is pleasing to them in comfort terms.

Projecting the Image

If you have a projection requirement for your event, remember this will need space either for back projection or with well planned sight lines for front projection.

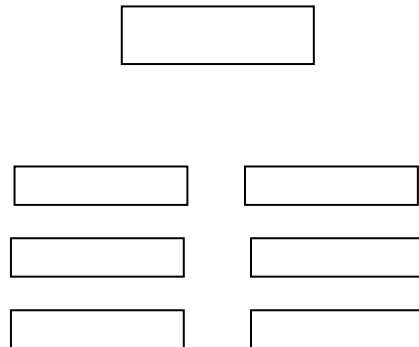
Theatre Style

Theatre style seating – parallel rows of chairs facing the speaker/s – will give you the largest capacity.



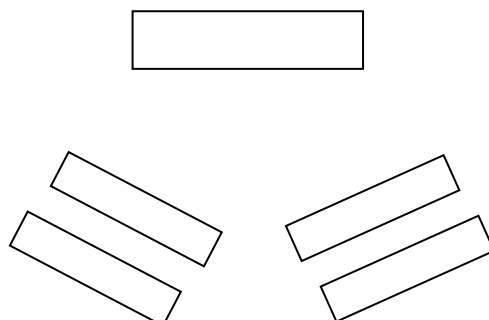
Schoolroom Style

Schoolroom style (also referred to as classroom style) seats delegates at tables to give a working surface for note taking.



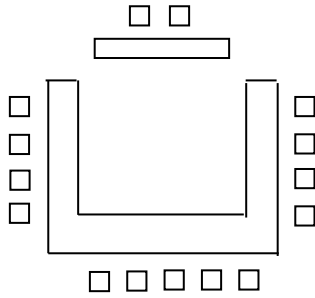
Herringbone Style

A more user-friendly arrangement is a Herringbone setup in which the rows are slanted in a v-shape towards the lectern. The ideal working minimum space per delegate is 2' with 2'6" being preferable dependant on the size of the room, number of delegates and volume of course materials.

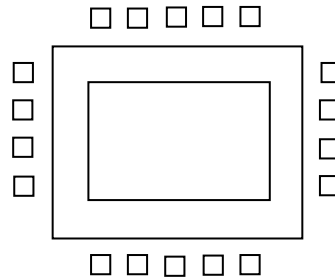


U-Shape or Hollow Square

A u-shape is good for training sessions and interactive presentations, but the hollow square precludes any such contact and should be used with extreme care. It pushes delegates away from each other and leaves lots of dead area in the room. Go 'U' rather than hollow, if you possibly can, but ensure room capacity allows for delegates to be seated only on the outside of the U-shape.



U-Shape

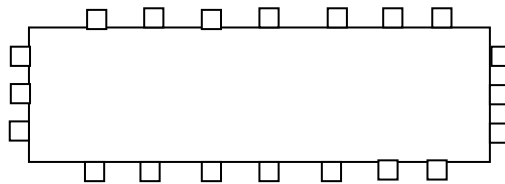


Hollow Square

Boardroom Style

For smaller meetings boardroom style has advantages, especially if the venue has an oval or circular table. Boardroom should give space for individuals to sit in comfort and a 'power base' for high level discussions. Make sure you carefully plan any use of audiovisual with this setup, as it can be especially difficult to ensure that everyone sees the screen.

The choice of seating plan should also take into consideration the timetable for your event – why not change the seating while delegates are at lunch, (but don't forget to plan it in advance with the hotel as well as the delegates) or at the end of the day? It adds to the interest, and prevents 'cliques' from continuing. It can add another level of interest to your meeting, at little cost beyond careful planning.

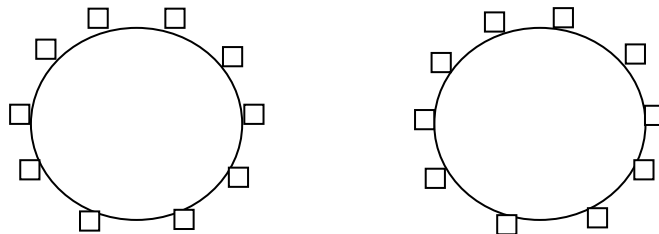


The Social Scene

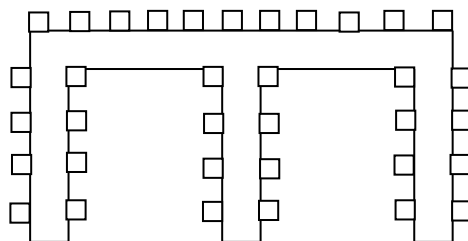
The social aspects of your event will also involve room layout – these must be checked with as much care as the conference sessions. Usually most social events – dinner, lunches, dinner dances – involve either circular tables or oblong tables (“sprigs”).

Circular tables – “rounds” – are usually a standard 5’ in diameter, and could seat up to eleven diners if necessary, BUT with eleven seated it is squashed, the place settings are confined, and the space between chairs at each table is minimal. If you are able to set up ten or even less your guests will thank you as will the serving staff who have to push between those eating with large platters of food. To seat up to twelve people comfortably 6’ diameter tables must be used. If you are serving a silver service meal you will need more space for service than if you are using plated courses throughout. Space for a buffet will be about the same requirement as for silver service, to allow chairs to be pushed back from the table and don’t forget to allocate space for the buffet table itself.

Sprigs are a more formal than rounds, and make much better use of space in the banqueting room. It is possible to have a clearly defined top table and silver service can be easier. Sprigs are not suitable for use with a buffet as they would require extra space for chairs to be pushed back.



Rounds of Ten



Sprig Tables