



NORMANDY
Hotel

www.thenormandyhotel.co.uk

Delegate Notes

THE NORMANDY HOTEL - GLASGOW AIRPORT

The Normandy Hotel



Experience Meetings... Experience the Normandy Hotel

Dear Sir/ Madam,

Thank you for considering the Normandy Hotel for your special Event.

We are proud to offer the largest exhibition and conference suites in the Renfrewshire Area, we have 9 multi functional suites that can be used for the larger more elaborate events right through to the smaller suites perfect for small boardroom meetings or even one to one interviews.

The Normandy Hotel is an ideal Conference & Meeting Venue.

Located 1 mile from Glasgow International Airport, 10 miles from the City Centre and a 20 minute drive to Loch Lomond, we offer accommodation for events on a large and small scale within easy reach of some of Scotland's most attractive features.

We have 141 en suite bedrooms on site and offer ample free on site car parking for conference delegates. Our sister hotel is located just 3 miles from the hotel and where required can also offer additional accommodation.

Our experienced Events team is on hand to guide you through every aspect of the Hotel's facilities and will assist with arranging your event with ease and efficiency. Ensuring that we understand your requirements and meet and exceed your expectations is important to us and this will be reflected in the detailed event schedules that our teams will supply you with for your own ease and information.

We will ensure that your delegates will receive the warmest Glasgow Welcome in the area and will leave the hotel happy and glad that you chose the Normandy Hotel for your event.

I will look forward to welcoming you to the Hotel and showing you the facilities the Hotel has to offer, if in the meantime you require any further information please do not hesitate to contact the Events Team on 0141 886 4100 and they will be delighted to help.



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'Our Suites'...

THE BLYTHSWOOD SUITE

The Blythswood Suite connects with the Conval & Argyle Suites to create one large suite

Theatre.....	400
Classroom.....	200
Cabaret.....	250
Banquet	300

THE CONVAL SUITE

Theatre.....	150
Classroom.....	100
Cabaret.....	80
Banquet	100

THE ARGYLE SUITE

Theatre.....	150
Classroom.....	100
Cabaret.....	80
Banquet	100

THE BIRCH SUITE

Theatre.....	120
Classroom.....	60
Cabaret.....	100
Banquet	120

THE CEDAR SUITES

The Cedar Suites are 3 suites that can be opened into one large or three smaller rooms

Theatre.....	120
Classroom.....	60
Cabaret.....	100
Banquet	120

THE ELM SUITE

Theatre.....	100
Classroom.....	50
Cabaret.....	80
Banquet	100

THE BOARDROOM

Boardroom	10
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'Day Delegate Packages'

PACKAGE & COST

INCLUDES

Half Day Delegate Package

£18.00 per delegate

Room Hire Rate for Up to 5 Hours
Jugs of Iced Water
Delegate Notepads with Pens
Mints
2 x Servings of Tea, Coffee & Biscuits
Screen / Projector Table & Extension Lead
Flipchart with Paper & Pens

Bronze Day Delegate Package

£25.00 per person

Room Hire Rate for up to 10 Hours
Jugs of Iced Water
Delegate Notepads with Pens
Mints
3 x Servings of Tea, Coffee & Biscuits
Soup & Sandwich Lunch with Tea & Coffee
Screen / Projector Table & Extension Lead
Flipchart with Paper & Pens

Silver Day Delegate Package

£30.00 per person

Room Hire Rate for up to 10 Hours
Large Bottles of Mineral Water
Delegate Notepads with Pens & Tent Cards
Mints
1 Serving with Tea, Coffee, Pastries & Muffins
2 Servings of Tea, Coffee with Biscuits
Hot & Cold Buffet Lunch with Coffee
Screen / Projector Table & Extension Lead
Flipchart with Paper & Pens

Gold Day Delegate Package

£35.00 per person

Room Hire Rate for up to 10 Hours
Large Bottles of Mineral Water & Cordial
Delegate Notepads with Pens & Tent Cards
Mints
1 Serving of Tea, Coffee & Bacon Baps
1 Serving of Tea, Coffee with Scones
1 Serving of Tea, Coffee with Biscuits
2 Course Hot & Cold Buffet with Coffee
Screen / Projector & Extension Lead
LCD Data Projector
Flipchart with Paper & Pens



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'Individual Costing'

SUITE	HALF DAY ROOM HIRE (maximum 5 hours)	FULL DAY ROOM HIRE (up to 10 hours - day rate)
The Blythswood Suite	£750.00	£1500.00
The Conval Suite	£175.00	£250.00
The Argyle Suite	£175.00	£250.00
The Birch Suite	£175.00	£250.00
The Cedar Suite	£175.00	£250.00
Cedar Suite 1	£105.00	£150.00
Cedar Suite 2	£95.00	£125.00
Cedar Suite 3	£95.00	£125.00
The Elm Suite	£125.00	£175.00
Boardroom	£85.00	£115.00

CATERING

Tea, Coffee with Biscuits	£2.05 per serving
Tea, Coffee with Breakfast Rolls	£3.95 per serving
Tea, Coffee with Scones	£2.95 per serving
Tea, Coffee with Pastries	£2.95 per serving
Tea, Coffee with Muffins.....	£2.95 per serving
Tea, Coffee with Fresh Fruit.....	£2.95 per serving
Herbal Tea with Fresh Fruit.....	£3.45 per serving
Soup & Sandwich Lunch with Coffee	£7.95 per person
Finger Buffet Lunch with Coffee	from £7.95 per person
Hot & Cold Buffet Lunch with Coffee.....	from £8.95 per person
2 Course Hot & Cold Buffet Lunch with Coffee.....	from £9.95 per person
1 Course Table D'Hote Lunch with Coffee.....	from £7.95 per person
2 Course Table D'Hote Lunch with Coffee.....	from £9.95 per person

EQUIPMENT

LCD Data Projector	£100.00 per day
Screen.....	£25.00 per day
Flipchart.....	£10.00 per day
Flat Screen TV with DVD or Video	£120.00 per day
PA System.....	£100.00 per day
Microphone	£30.00 per day



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The Normandy Hotel - Glasgow Airport
 Inchinnan Road, Renfrew PA4 9EJ
 Telephone: 0141 886 4100
 Email: events@thenormandyhotel.co.uk

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