



@THEKILLESHTIN

FORUM – Conferencing – Meetings – Events

FORUM at The Killeshtin Hotel, Portlaoise offers meeting planners over 2,000 sq. ft. of dedicated meeting space. The hotel is ideally located at the edge of Portlaoise town, half a kilometre from exit 16 off the M7/N7 where we offer complimentary covered car parking, making FORUM the ideal venue for your meeting or event.

Our corporate clients can choose from executive boardrooms & multi-purpose rooms on our FORUM business floor, or for a larger event, our Walnut Suite. All meeting rooms are styled in walnut and leather and enjoy natural daylight & air conditioning. Facilities include broadband, WI-FI & integrated AV as standard.

At the Killeshtin Hotel our meeting and events team are here to work with you to ensure success for your event.

Dedicated to Business... Committed to you.

Dublin Road | Portlaoise | Co. Laois | Ireland

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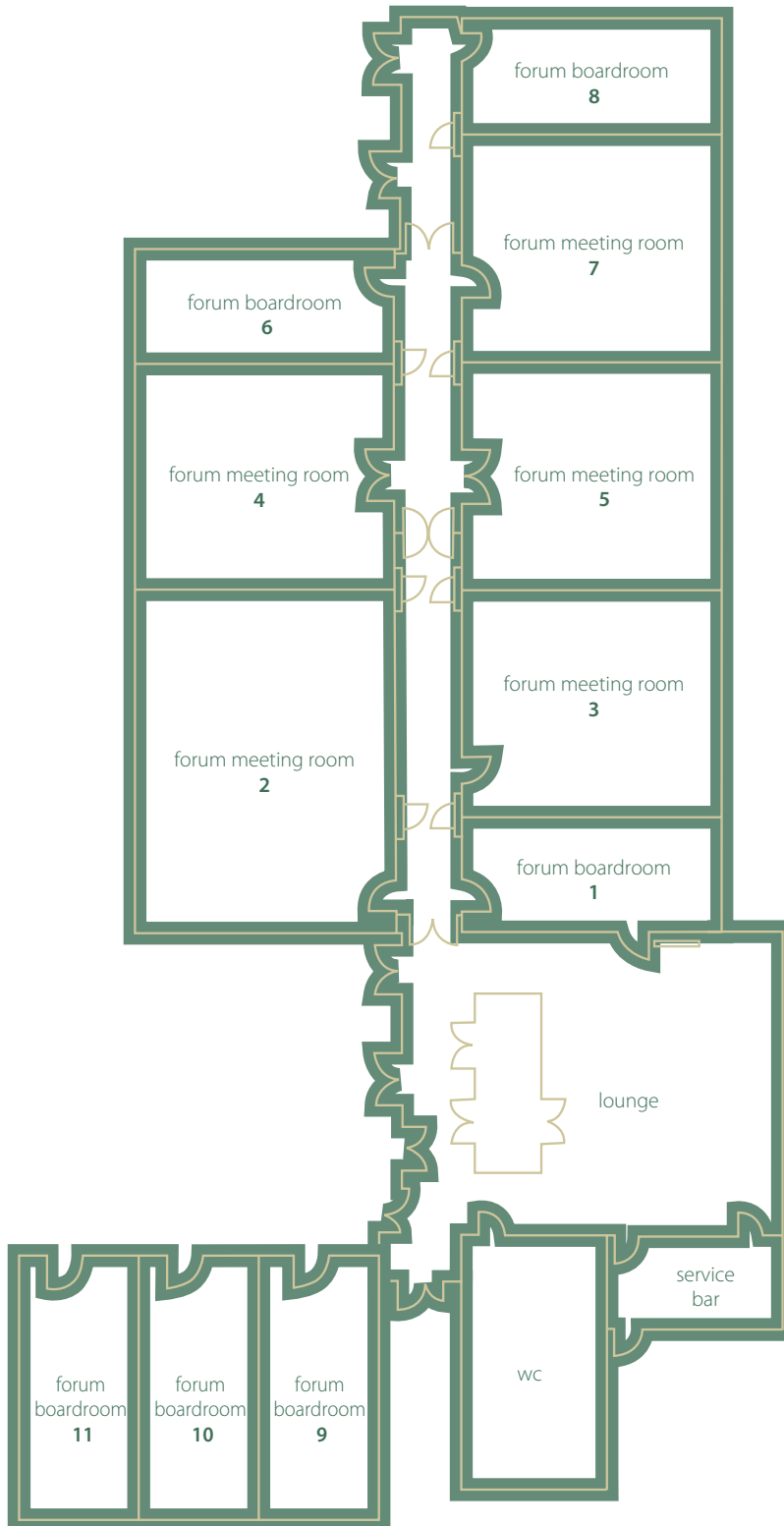
room capacities

	Length x width in metres	Area in metres sq.	Ceiling height in metres	Theatre	Boardroom	Classroom	U-shaped	Banquet	Rounds (10 per table)	Cabaret (6 per table)	Plasma screen	Drop down screen	Air conditioning	DVD	Natural daylight	Flipchart	Wi-Fi/Broadband access <small>(complimentary)</small>	Blackout facilities	Wheelchair access
The Walnut Suite	18.2 x 14.1	262	3.1	180	60	100	60	160	160	96	-	✓	✓	✓	✓	✓	✓	✓	✓
Forum Boardroom 1	7.8 x 3.75	29	2.5	-	12	-	11	-	-	-	✓	-	✓	✓	✓	✓	✓	✓	✓
Forum Meeting Room 2	11.0 x 7.8	85	2.5	75	36	46	32	-	70	42	✓	✓	✓	-	✓	✓	✓	✓	✓
Forum Meeting Room 3	8.0 x 7.5	60	2.5	50	28	30	24	-	40	24	✓	✓	✓	✓	✓	✓	✓	✓	✓
Forum Meeting Room 4	8.0 x 7.5	60	2.5	50	28	30	24	-	40	24	-	✓	✓	-	✓	✓	✓	✓	✓
Forum Meeting Room 5	8.0 x 7.5	60	2.5	50	28	30	24	-	40	24	-	✓	✓	-	✓	✓	✓	✓	✓
Forum Boardroom 6	7.8 x 3.75	29	2.5	-	12	-	11	-	-	-	✓	-	✓	✓	✓	✓	✓	✓	✓
Forum Meeting Room 7	8.0 x 7.5	60	2.5	50	28	30	24	-	40	24	-	✓	✓	-	✓	✓	✓	✓	✓
Forum Boardroom 8	7.8 x 3.75	29	2.5	-	12	-	11	-	-	-	✓	-	✓	✓	✓	✓	✓	✓	✓
Forum Boardroom 9	5.6 x 3.6	20	2.5	-	10	-	9	-	-	-	✓	-	-	-	✓	✓	✓	-	✓
Forum Boardroom 10	5.6 x 3.6	20	2.5	-	10	-	9	-	-	-	✓	-	-	-	✓	✓	✓	-	✓
Forum Boardroom 11	5.6 x 3.6	20	2.5	-	10	-	9	-	-	-	✓	-	-	-	✓	✓	✓	-	✓



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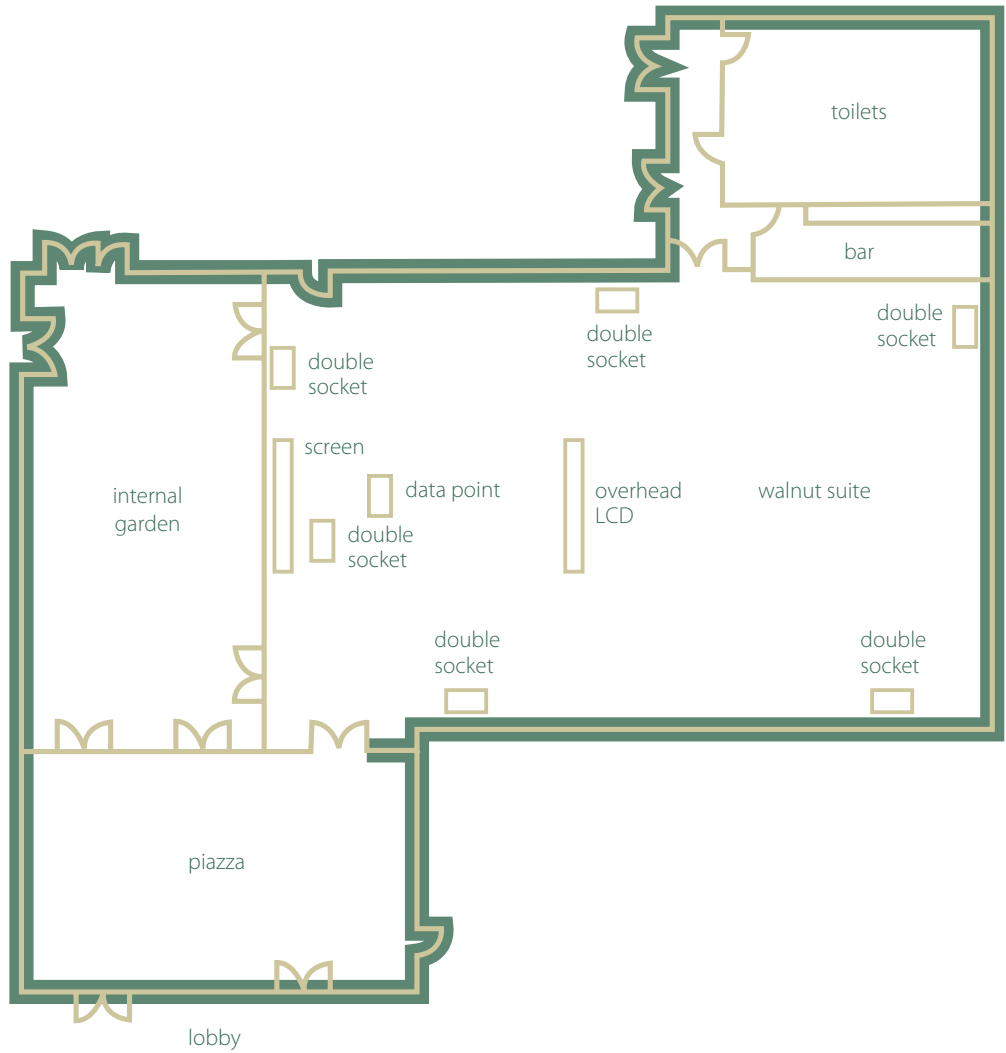
forum meeting rooms





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the walnut suite



room dimensions: 18.2m x 14.1m



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meeting room hire rates

	Full Day 9am - 5.30pm	Half Day 9am - 1pm or 2pm - 6pm
The Walnut Suite	€950	€500
Forum Boardroom 1	€250	€180
Forum Meeting Room 2	€450	€300
Forum Meeting Room 3	€350	€225
Forum Meeting Room 4	€350	€225
Forum Meeting Room 5	€350	€225
Forum Boardroom 6	€250	€180
Forum Meeting Room 7	€350	€225
Forum Boardroom 8	€250	€180
Forum Boardroom 9	€250	€180
Forum Boardroom 10	€250	€180
Forum Boardroom 11	€250	€180



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audio visual equipment hire

EQUIPMENT PRICE

Flipchart €25.00

OHP €55.00

LCD €120.00

Podium €60.00

Microphone €25.00

Roving Microphone €25.00

Tripod Screen €40.00

DVD Player €25.00

External support and additional AV equipment can be arranged for all events.
Subject to set-up and delivery charges.



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food for thought

MORNING BREAK

Freshly Brewed Tea or Coffee	€2.50 per person
Freshly Brewed Tea or Coffee and Orange Juice	€4.00 per person
Freshly Brewed Tea or Coffee with Biscuits	€3.95 per person
Freshly Brewed Tea or Coffee with Pastries	€4.95 per person
Freshly Brewed Tea or Coffee and Homemade Scones with Fresh Cream and Preserves	€4.95 per person
Freshly Brewed Tea or Coffee with Natural Yoghurt, Seasonal Berries & Chilled Mango	€5.75 per person
Freshly Brewed Tea or Coffee with Breakfast Baps	€6.25 per person
Freshly Brewed Tea or Coffee with Smoked Salmon Bagel	€6.95 per person

LIGHT LUNCH

Selection of Sandwiches with Tea or Coffee	€7.95 per person
Selection of Sandwiches, Homemade Soup & Tea or Coffee	€11.95 per person

BUFFET LUNCH

Selection of Finger Food with Tea or Coffee (A selection of menus are available on request)	from €9.75 per person
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LUNCH IN THE CEDAR ROOMS @THE KILLESHTIN

Lunch Options (A selection of menus are available on request)	from €15.50 per person
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MINERALS

Bottle of Water 250 ml	€2.50 per bottle
Bottle of Water 750 ml	€6.00 per bottle

AFTERNOON BREAKS

Freshly Brewed Tea or Coffee	€2.50 per person
Hot Chocolate with Mini Marshmallows	€2.75 per person
Ice Cream Delights	€2.50 per person
Freshly Brewed Tea or Coffee & Biscuits	€3.95 per person
Freshly Brewed Tea or Coffee, Power Bars and Fresh Fruit Platter	€4.95 per person
Freshly Brewed Tea or Coffee with Fresh Fruit Glazed Tartlet	€5.75 per person
Tropical Juices with Fresh Fruit Platter	€5.95 per person
Red Bull	€3.70 per can
Lucozade	€2.60 per bottle



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sample lunch menu

Smoked Chicken Caesar Salad



Pan Fried Seabass with Sundried Tomatoes, Rocket Salad
and Goats Cheese Cream

or

Roasted Leg of Lamb with Petit Pois à la Française



Profiteroles with Chocolate Sauce

Tea/Coffee

Special dietary requirements catered for on request (24 hours advance notice)



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sample dinner menu

Chilled Watermelon Plate
with Passion Fruit Sorbet, Strawberry, Apple and Pear



Roast Butternut Squash Soup



Roast Prime Sirlion of Beef
with Green Peppercorn Sauce and Vegetable Crisps

or

Pan Fried Seabass on a Rocket Chorizo and Sun Dried Tomato Salad
drizzled with Goats Cheese Cream



Warm Whiskey and Orange Scented Bread and Butter Pudding
Tea/Coffee

Special dietary requirements catered for on request (24 hours advance notice)



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finger buffet menus

MENU A

Selection of freshly cut sandwiches served with tea/coffee €8.00 per person

MENU B

Selection of freshly cut sandwiches and chicken goujons served with tea/coffee €9.50 per person

MENU C

Selection of freshly cut sandwiches, chicken goujons and cocktail sausages served with tea/coffee €10.75 per person

MENU D

Selection of freshly cut sandwiches, chicken goujons, cocktail sausages and dim sum served with tea/coffee €13.00 per person

MENU E

Selection of freshly cut sandwiches, chicken goujons, cocktail sausages, dim sum and chicken wings served with tea/coffee €14.50 per person

MENU F

Selection of freshly cut sandwiches, chicken goujons, cocktail sausages, dim sum, chicken wings and mini quiche selection served with tea/coffee €15.75 per person

MENU G

Selection of freshly cut sandwiches, chicken goujons, cocktail sausages, dim sum, chicken wings, mini quiche selection and fresh fruit tartlet served with tea/coffee €17.25 per person

MENU H

Selection of freshly cut sandwiches, chicken goujons, cocktail sausages, dim sum, chicken wings, mini quiche selection, mini spring rolls, mini satay and fresh fruit tartlet served with tea/coffee €20.00 per person

Special dietary requirements catered for on request (24 hours advance notice)



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conference & banqueting

TERMS AND CONDITIONS

- Payment – the final account must be paid on departure unless credit facilities have been agreed with the Hotel. Payment by cheque is subject to prior approval.
- Application for credit facilities must be made at least 4 weeks prior to the event date. Credit terms are strictly 15 days after the event.
- We request that you submit your menu choice 3 days prior to the event. If the menu is not submitted 7 days prior to the event, a menu suggestion will be chosen by the chef.
- The Killeshin Hotel reserves the right to amend charges of products being supplied to the client in the event of changes in government taxes, or as a result of unforeseen supplier increases due to market demand and/or lack of supply of products required.
- No displays or materials, notices, backdrops or merchandise for events are permitted in the Hotel Main Lobby. Such must be contained within the banqueting suites and all must be free standing and cannot be attached to walls or ceilings.
- The Hotel does not assume any responsibility for loss or damage to any articles left in the Hotel before, during or after the event.
- The Hotel reserves the right to charge the client for damage caused during the event by the client's guests, employees or sub-contractors. Nothing may be nailed, screwed or attached to the conference room fixtures and fittings.
- Please also ensure that any equipment supplied by the Hotel for the duration of your conference is returned to the Hotel at the end of your event. Charges will be incurred for any equipment that is not returned or becomes damaged during the course of your event.
- Should the client cancel all or part of this booking on or before the arrival date, The Killeshin Hotel will endeavour to resell the accommodation and or function space to obtain equal revenue. Should the function space be resold, albeit with revenues that are less, the client will reimburse The Killeshin the shortfall.
- If the space is not resold, the client will be liable to pay the Killeshin Hotel based on the following timescale, and as a percentage of the estimated value of the booking:
 - 12 months prior to the event 10%
 - 6 months prior to the event 25%
 - 3 months prior to the event 50%
 - 1 month or less prior to the event 75%
 - 1 week or less prior to the event 100%
- If you wish to postpone your booking and rebook it within a period not exceeding two (2) months no cancellation charges will be incurred.
- All cleaning and maintenance of stands shall be the responsibility of the organisers. The area must be returned to the Hotel cleaned and cleared.
- Due to Health and Safety Regulations, no food or beverages of any kind will be permitted to be brought into the Hotel without the explicit permission of the Hotel.
- All prices are quoted in euro and are only applicable to events held in 2010. Conditional that there are no major economic challenges that may impact adversely upon the inflation rate, bookings for 2011 that have been contracted, and where the Hotel is in receipt of the necessary deposit to confirm such a booking, will be afforded 2010 prices. The Hotel does however reserve the right to adjust the pricing should the inflationary figure rise above the acceptable norm.
- Please note that menus enclosed are for sample purposes only. Menu selectors available upon request.
- To ensure efficient service at all times, it may be necessary to place a restriction on menu choices for larger groups.



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- Performance of this agreement is subject to labour troubles, disputes or strikes, accidents, government requisition, restrictions upon travel, transportation, foods, beverages or supplies, Acts of God or any other cause that would prevent the management or interfere with their ability to carry out their side of the agreement.
- Access to the Fire Exits must be open at all times. No interference should be made to fire equipment or fire notices during the course of an event. All fire notices must remain clearly visible throughout.
- Clients must receive prior permission from Hotel management should they wish to use the Hotel name for advertising of their goods and services.
- The menu and all other details of the event are to be finalized a minimum of 7 days prior to the event.

Minimum numbers apply to bookings and will be indicated on your individual booking confirmation/contract.

- Failure to sign these terms and conditions within the time span indicated in your individual confirmation/contract will result in automatic release of the space.

Additional Points to Note:

- Please ensure adequate and appropriate licensing has been obtained should you wish to display public notices around the locality prior to your event.
- If a group check in is required in relation to a block of bedrooms, the client must undertake to guarantee any extras not settled on departure. Otherwise guests must check in individually with a valid credit card to guarantee extras.
- No booking will be considered secure until the initial deposit has been paid as outlined in your individual booking confirmation/contract and within the deadline date outlined.
- The Hotel reserves the right to release any space holding without warning should they not have received a signed confirmation/contract and deposit back from the client in the agreed time span set out by the Hotel and outlined to the client.
- All payments should be in EURO to avoid any changes in parity.
- Accommodation reserved may not be available prior to 15:00 hrs on the date of your arrival, and check out is no later than 12 noon on your day of departure.
- Should you require check-in or check-out times outside of this please advise the Hotel and we will do our best to accommodate you, however, at no stage can any member of staff or management guarantee such a request.
- All prices were valid at the time of press but may be subject to change.