

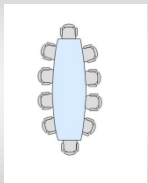
# The Lerwick Hotel

## Meeting & Conference Rooms

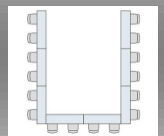
To present what is on offer at the Lerwick Hotel and to help us decide together how to tailor make your event to suit your needs, we have pleasure in enclosing the following details of our meeting and conference facilities:



Theatre Style



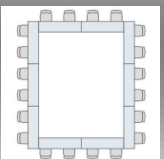
Boardroom Style



U-Shape Style



Classroom Style



Square Style

|  |  |
|--|--|
|  | LIGHTHOUSE SUITE   |
| THEATRE STYLE                                | 30 maximum   |
| BOARDROOM STYLE                              | 24 maximum<br>(maximum numbers based on no equipment required in room) |
| U - SHAPE STYLE                              | 20 maximum   |
| FINGER BUFFET                                | 28   |
| DINNER                                       | 8 - 30 (above 20=separate tables)                                      |
|  | ROOM HIRE  |
| SESSION<br>(morning or afternoon or evening) | £75.00   |
| ALL DAY<br>i.e. 9-5                          | £135.00  |

### Cost of room hire

All prices are the same regardless of the way the room is laid out and include set-up, basic equipment (see overleaf) and the provision of mints and water.

# The Lerwick Hotel

## Catering & Equipment

### Refreshments

|   |        |
|---|--------|
| Tea and Coffee per person                   | £1.95  |
| Tea and Coffee with a Selection of biscuits | £2.25  |
| Mineral water 1 litre                       | £4.25  |
| 330ml                                       | £1.95  |
| Fresh Orange Juice per litre                | £9.50  |
| Orange squash per litre                     | £3.75  |
| House Wine per 750ml bottle                 | £17.95 |
| Selection of soft drinks <i>from</i>        | £1.85  |

### Snacks

|   |       |
|---|-------|
| Sandwiches per Round                          | £4.50 |
| Soup per person <i>from</i>                   | £3.95 |
| Homemade Scones with Jam and Cream per person | £3.45 |
| Large Soft Bake Cookies                       | £1.95 |
| Homemade Crisps per person                    | £1.00 |
| Bacon Rolls                                   | £3.35 |
| Fruit Basket per person                       | £2.50 |

### Finger Buffets

#### Option A £8.95 per person

Mixed Sandwiches  
Haggis Bites  
Sausage & Onion Turnovers  
Vegetables Parcels  
Marinated Chicken Skewers  
Fresh Fruit Platter

#### Option B £10.95 per person

Mixed Sandwiches  
Vegetable Pakora  
Cheese & Ham Turnovers  
Hot Mozzarella Melts  
Savoury Mini Pancakes with Smoked Salmon & Cream Cheese  
Selection of Filled Wraps  
Mini Crostini's  
Fresh Fruit Platter

#### Option C £13.95 per person

Mixed Sandwiches  
Savory Topped Mini Naan Bread  
Marinated Chicken Skewers  
Mini Oatcakes with Pate  
Vegetable Pakora  
Selection of Filled Wraps  
Haggis Bites  
Hot Mozzarella Bites  
Lemon Pepper Salmon Bites  
Duck & Hoi-Sin Spring Rolls  
Sausage & Onion Turnovers  
Fresh Fruit Platter

### Equipment

We provide  
Television with Built in DVD Player,  
OHP, Screen FOC  
Flip Chart each £10  
Data Projector hire (per day) £20  
Conference Phone Hire ( per day) £20

If there is any piece of equipment that you need that is not on this list, please let us know & we will endeavour to provide it for you.

### Day Delegate Rate

£35.00 Per Person Based on Minimum Of 10 People includes:

Tea & Coffee upon Arrival  
Tea, Coffee, & Biscuits Mid-Morning  
Set Delegate 2 Course Lunch with Tea & Coffee  
Afternoon Tea, Coffee, & Pastries  
Room Hire & Equipment

### 24 Hour Delegate

Price on Application  
Includes above plus:  
Table d' hote Dinner  
Bed & Full Scottish Breakfast

# The Lerwick Hotel Lighthouse Suite

