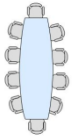


Meeting & Conference Rooms

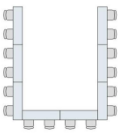
To present what is on offer at the Shetland hotel and to help us decide together how to tailor make your event to suit your needs, we have pleasure in enclosing the following details of our meeting and conference facilities:



Theatre Style



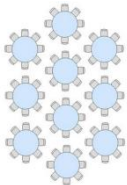
Boardroom Style



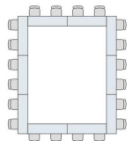
U-Shape Style



Classroom Style



Cabaret Style



Square Style

Room Capacities

When picking which of our rooms are best for a particular event we look at the style of meeting and then cross reference that with the number of people attending.

	ZETLAND SUITE	HARBOUR SUITE	ST CATHERINE SUITE NORTH	ST CATHERINE SUITE SOUTH	ST CATHERINE SUITE ALL
THEATRE STYLE	-	24	120	80	180
BOARDROOM STYLE	8	20	40	25	70
U – SHAPE STYLE	-	-	40	20	50
CLASSROOM STYLE	-	10	60	30	100
CABARET SYTLE	-	-	50	30	90
BUFFET RECEPTION	-	20	80	40	200
DINNER	-	-	80	30	156
DINNER DANCE Straight Tables	-	-	50	-	156
DINNER DANCE Round Tables	-	-	-	-	130

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.

	ZETLAND SUITE	HARBOUR SUITE	ST CATHERINE SUITE SOUTH	ST CATHERINE SUITE NORTH	ST CATHERINE SUITE ALL
SESSION (morning or afternoon or evening)	£75+VAT	£85+VAT	£95+VAT	£145+VAT	£175+VAT
ALL DAY i.e. 9-5	£125+VAT	£140+VAT	£155+VAT	£210+VAT	£260+VAT

Catering & Equipment

Refreshments

Tea & Coffee <i>per person</i>	£2.25
Tea & Coffee with a Selection of biscuits <i>per person</i>	£2.45
Mineral water <i>1 litre</i>	£4.35
330ml	£1.95
Fresh Orange Juice <i>per litre</i>	£9.95
Orange squash <i>per litre</i>	£3.95
House Wine <i>per 750ml bottle from</i>	£17.95
Selection of soft drinks <i>from</i>	£1.95

Snacks

Sandwiches <i>per round</i>	£4.65
Soup <i>per person from</i>	£4.25
Homemade Scones with Jam & Cream <i>per person</i>	£3.50
Large soft baked cookies <i>each</i>	£1.95
Homemade Crisps <i>per person</i>	£1.00
Bacon Rolls <i>each</i>	£3.35
Fruit Basket <i>per person</i>	£2.50

Finger Buffets

Option A £8.95 per person
 Selection of Mixed Sandwiches
 Savoury Choux Puffs
 Chicken Goujons with BBQ Sauce
 Savoury Filled Pastries
 Quiche Selection
 Honeydew, Watermelon & Pineapple Platter

Option B £10.95 per person
 Selection of Mixed Sandwiches
 Rosti Potato & Feta Pockets
 Spicy Cocktail Sausages
 Smoked Haddock, Spinach & Gruyere Bites
 Duck Spring Rolls
 Coronation Chicken Wrap
 Selection of Tapas
 Quiche Selection
 Honeydew, Watermelon & Pineapple Platter

Option C £13.95 per person

Selection of Mixed Sandwiches
 Filo wrapped King Prawns
 Savoury Choux Puffs
 Selection of Petits Croline
 Goats Cheese & Tomato Bites
 Sweet & Sour Chicken Spring Rolls
 Spicy Cocktail Sausages
 Calamari Rings
 Tuna & Mozzarella Wrap
 Salmon Bites with Lemon Pepper Crumb
 Rosti Potato & Feta Pockets
 Honeydew, Watermelon & Pineapple 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

£37.00 PER PERSON BASED ON MIN OF 8 PEOPLE includes:

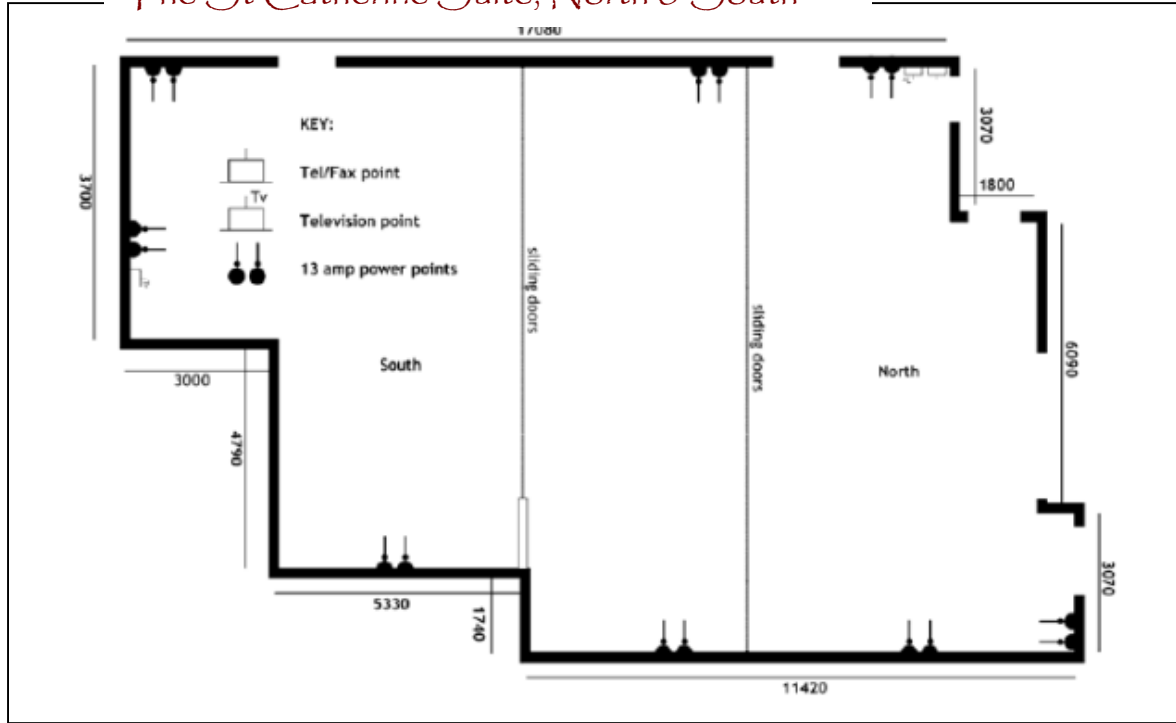
Tea & coffee on Arrival
 Tea, coffee & biscuits mid- morning
 Set Delegate 2 course lunch with tea & coffee
 Afternoon coffee, tea & pastries
 Room Hire & Equipment

24 Hour Delegate
 Price on Application
 Includes above plus:
 Table d'hôte dinner
 Bed & Full Scottish Breakfast

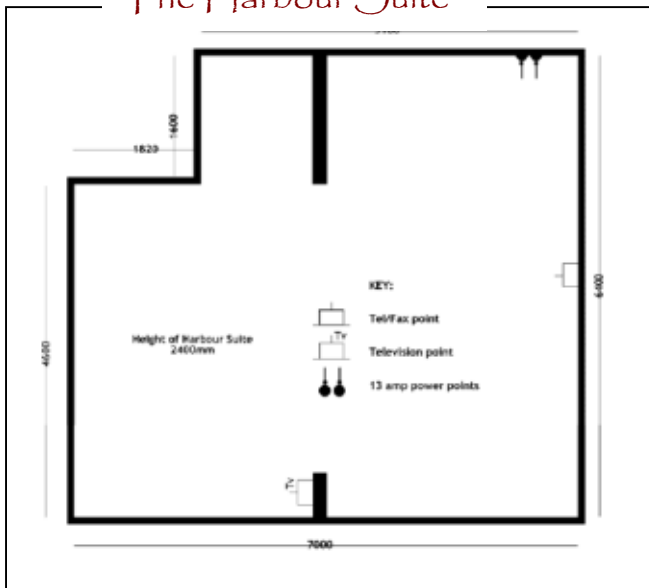
The Shetland Hotel

Conference Room Dimensions

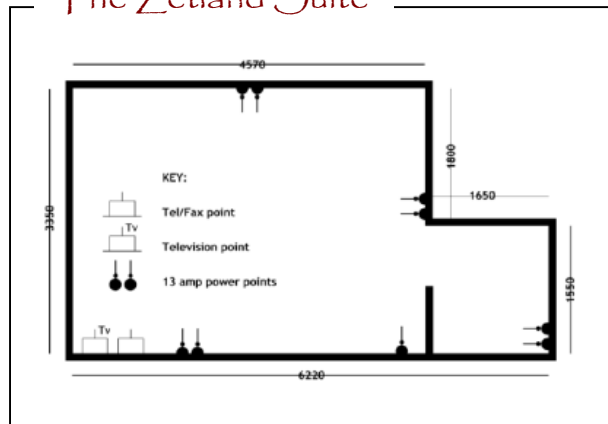
The St Catherine Suite, North & South



The Harbour Suite



The Zetland Suite



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Shetland
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