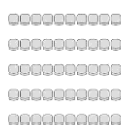
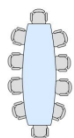


# Meeting & Conference Rooms

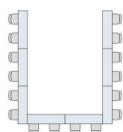
To present what is on offer at the Shetland hotel and to help us decide together how to tailor make your event to suit your needs, we have pleasure in enclosing the following details of our meeting and conference facilities:



Theatre Style



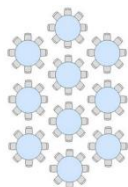
Boardroom Style



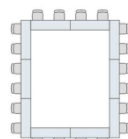
U-Shape Style



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	£115+VAT	£165+VAT	£195+VAT
ALL DAY i.e. 9-5	£125+VAT	£140+VAT	£175+VAT	£230+VAT	£275+VAT

# Catering & Equipment

## Refreshments

Tea & Coffee <i>per person</i>	£2.35
Tea & Coffee with a Selection of biscuits <i>per person</i>	£2.95
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>	£21.00
Selection of soft drinks <i>from</i>	£1.95

## Snacks

Sandwiches <i>per round</i>	£4.95
Soup <i>per person from</i>	£4.75
Homemade Scones with Jam & Cream <i>per person</i>	£3.95
Large soft baked cookies <i>each</i>	£2.50
Homemade Crisps <i>per person</i>	£1.50
Bacon Rolls <i>each</i>	£3.95
Fruit Basket <i>per person</i>	£2.95

## Finger Buffets

Option A £9.95 per person  
Selection of Mixed Sandwiches  
Pate Stuffed Mushrooms  
Mini Shepherd's Pie  
Crispy Caesar Chicken Bites  
Fruit Skewers  
Smoked Ham, Chutney & Salad Wraps

Option B £12.95 per person  
Selection of Mixed Sandwiches  
Pate Stuffed Mushrooms  
Mini Shepherd's Pie  
Crispy Caesar Chicken Bites  
Fruit Skewers  
Smoked Ham, Chutney & Salad Wraps  
Melon, Blue Cheese & Parma Ham  
Cucumber, Humous, Feta & Olive Rolls  
Wild Mushroom Arancini Croquettes

## Option C £14.95 per person

Selection of Mixed Sandwiches  
Pate Stuffed Mushrooms  
Mini Shepherd's Pie  
Crispy Caesar Chicken Bites  
Fruit Skewers  
Smoked Ham, Chutney & Salad Wraps  
Melon, Blue Cheese & Parma Ham  
Cucumber, Humous, Feta & Olive Rolls  
Wild Mushroom Arancini Croquettes  
Caramelised Onion & Blue Cheese Tart  
Pastrami & Horseradish Crostini  
Smoked Salmon Bruschetta

## Equipment

We provide  
Television, 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.*

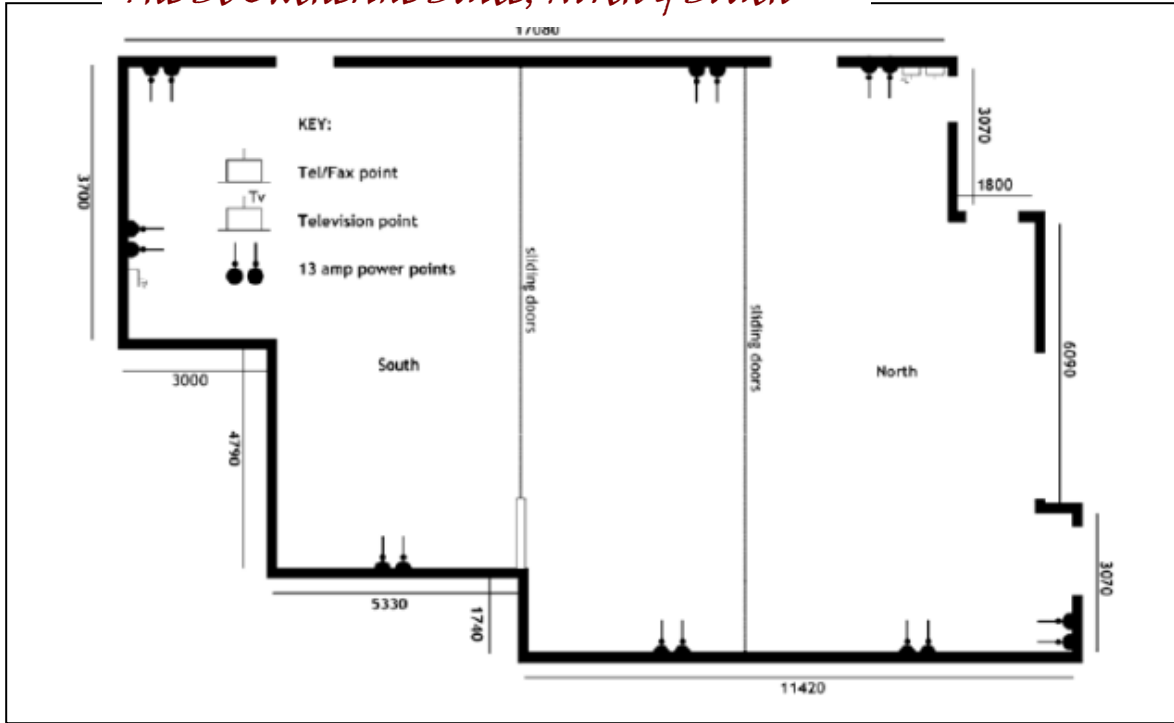
## DAY DELEGATE

£38.50 PER PERSON BASED ON MIN OF 10 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

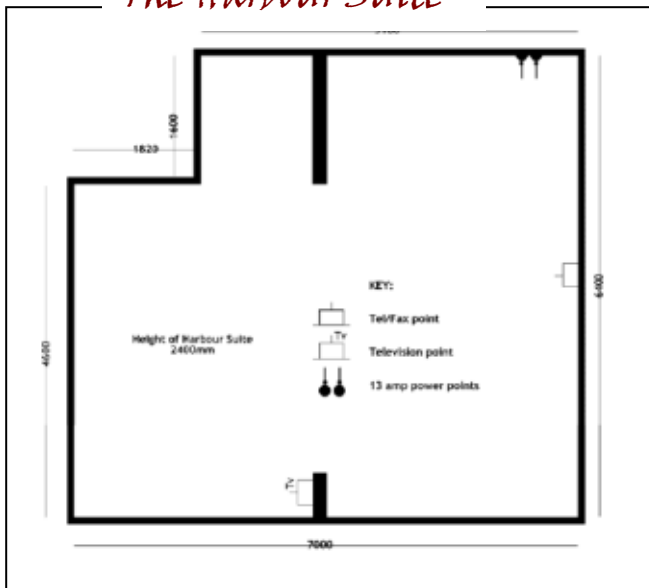
The Shetland Hotel

# Conference Room Dimensions

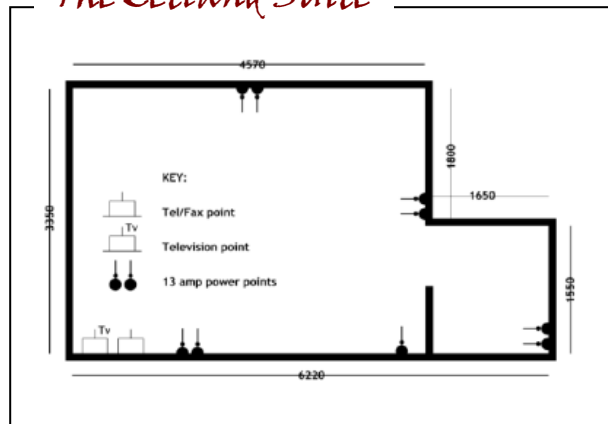
The St Catherine Suite, North & South



The Harbour Suite



The Zetland Suite



The Shetland Hotel  
Holmsgarth Road  
Lerwick  
Shetland  
ZE1 0PW  
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Email: [management@shetlandhotel.co.uk](mailto:management@shetlandhotel.co.uk)