



TULLYGLASS

— HOTEL AND RESIDENCES —

Conference



# Dear Guest

Thank you for considering us to be a part of your forthcoming event.

We are delighted to present our conference brochure, and trust that within the menus and packages which we have designed, that there is an option which meets your requirements.

If you would like to make any changes to our suggestions, or have special dietary requirements, please feel free to speak with us and we will gladly accommodate your wishes.

We would also like to invite you to have a coffee with us and have a look around our facilities. This is also an ideal opportunity to meet members of our team, crystallise your requirements and tailor a perfect day that you will always remember.

Please call 028 2565 2639 and ask one of our Reception team for an appointment with our event co-ordinator.

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## About Us

Tullyglass Hotel has a history dating back to the second half of the 19th century, this gives the building and surrounding gardens a history of which we are proud. The hotel is widely known throughout Ireland as one of the country's best hotels for functions and as a family business, we feel we "go the extra mile" to make your special day exactly as you want it.

Our team is focused on making sure that all of the small details are dealt with, and that each element of your event flows smoothly. To achieve this, we can offer a number of suite options dependent upon the number of delegates.

Our Head Chef, John Ferguson and his team are widely recognised as being at the top of their profession, and have developed the tempting menu options included in this document, but they also enjoy meeting any special requirements that are requested. Our event co-ordinator will gladly spend time with you and develop your ideal menu.

*- The Mc Conville Family*





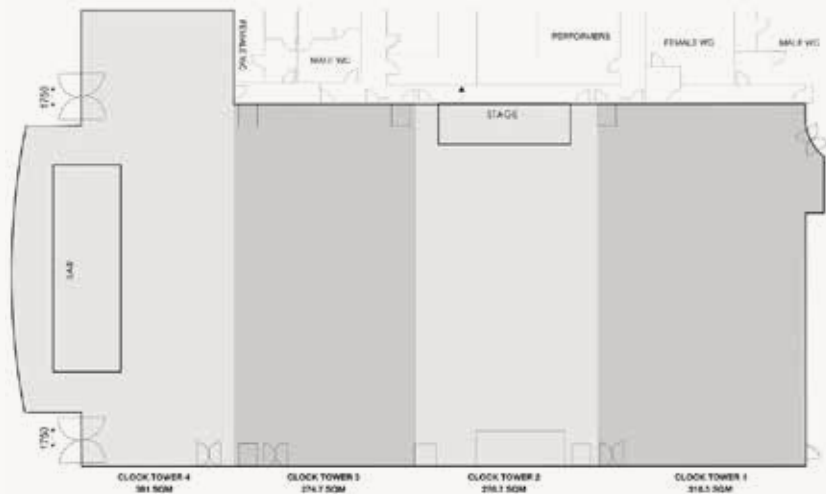
*Our Facilities*

# The Clocktower Suite

## Room Features

Our largest conference room, the Clock Tower Suite can accommodate up to 850 seated at round tables or 1280 when used 'theatre style'. The Suite is fully flexible through carefully designed acoustic partitioning which can separate the room into four flexible areas if required.

- \* Adaptable conference / event / meeting spaces
  - \* Air Conditioning
  - \* Fully Wheelchair Accessible
  - \* Built-in / portable Staging
- \* Free super-fast WI-FI, offering up to 100mbps
- \* Built-in overhead data projector and screen (HDMI and VGA compatible)
  - \* Integrated 'Martin Audio PA System'
  - \* Hearing Loop System
- \* Bespoke Equipment & Stationery Packs are available on request



Room Name		Clock Tower 1	Clock Tower 2	Clock Tower 3	Clock Tower 4	Clock Tower 1 + 2	Clock Tower 3+4	Clock Tower 2+3+4	Clock Tower 1+2+3+4
Dimensions	Total Area	318m2	296.7m2	274.7m2	381m2	614.7m2	655.7m2	952.4m2	1270.4m2
	Room Size	23.5 x 13.7m	18.3 x 11.9m	23.5 x 11.9m	29.5 x 9.5m	23.5 x 25.6m	29.5 - 23.5 x 29.5m	29.5 x 31.4m	29.5 x 45.1m
	Room Height	6.1m	6.1m	6.1m	6.1m	6.1m	6.1m	6.1m	6.1m
	Entrance Width	1.75m	1.75m	1.75m	1.75m	1.75m	1.75m	1.75m	1.75m
Capacities for...									
Room Setup Styles	Theatre	380	350	350	200	1.75m	550	900	1280
	Round Tables	240	180	180	120	420	300	480	850
	Cabaret	192	144	144	96	336	240	384	680
	Boardroom	50	50	50	30	-	-	-	-
	U/Shape	50	50	50	30	-	-	-	-
	Classroom	50	50	50	30	-	-	-	-



# The Corinthian Suite

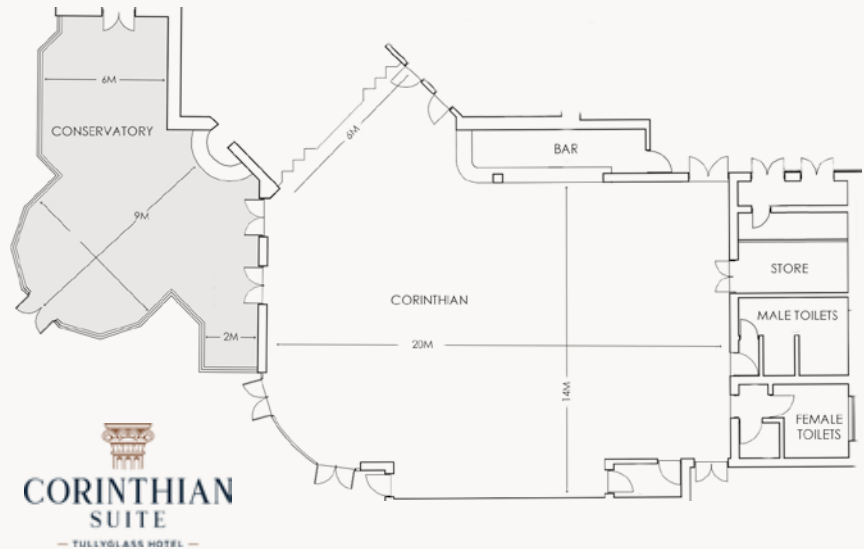
## Room Features

Our Corinthian Suite has just been restyled drawing its references from the Corinthian columns that featured in the original building. The Suite can cater for up to 200 guests or delegates 'theatre style' or round tables, 160 in 'cabaret style', or 50 'boardroom style'.

It also has the advantage of its location beside our Conservatory Suite which can for example, be used as breakout room, a pre-meeting space for coffee and canapes or other refreshments as delegates gather, or simply a registration space prior to an event.

- \* Adaptable space dependent upon your event
  - \* Air Conditioning
  - \* Fully Wheelchair Accessible
  - \* Built-in / portable Staging
- \* Free super-fast W-IFI, offering up to 100mbps
- \* Built-in overhead data projector and screen (HDMI and VGA compatible)
  - \* Integrated 'Martin Audio PA System'
  - \* Hearing Loop System
- \* Bespoke Equipment & Stationery Packs are available on request





Faultless service and venue. I recently attended a business seminar in this fabulous hotel. Conference room was the perfect setup providing a comfortable setting for the all-day event, all food received was of the highest standard with a faultless service and friendliness from all staff.

Room Name	Corinthian Suite	
Dimensions	Total Area	297m <sup>2</sup>
	Room Size	20m x 14m
	Room Height	3m
	Entrance Width	1.75m
Capacities for...		
Room Setup Styles	Theatre	200
	Round Tables	200
	Cabaret	160
	Boardroom	50
	U/Shape	50
	Classroom	30

# The Conservatory Suite

## Room Features

Our Conservatory Suite offers the ideal setting for a smaller informal event, or as noted, can be used as a space to service larger events, for example as a reception area, or somewhere to serve refreshments as the delegates gather.

When used as a stand-alone venue, we suggest a comfortable number of delegates is around 20 in 'boardroom style' or up to 60 if the event is less formal. This Suite is renowned for its natural light and comfort when used informally.

✿ Adaptable space dependent upon your event

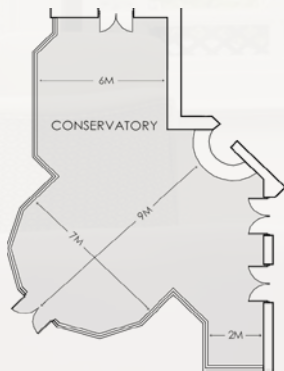
✿ Air Conditioning

✿ Fully Wheelchair Accessible

✿ Free super-fast WI-FI, offering up to 100mbps

✿ Portable data projector and screen (HDMI and VGA compatible)

✿ Bespoke Equipment & Stationery Packs are available on request



Room Name	Conservatory	
Dimensions	Total Area	135m <sup>2</sup>
	Room Size	9m x 7m
	Room Height	3m
	Entrance Width	1.75m
Capacities for...		
Room Setup Styles	Theatre	30
	Round Tables	30
	Cabaret	24
	Boardroom	20
	U/Shape	20
	Classroom	12



# The Residences

## Room Features

The Residences has been developed by us in the grounds of Tullyglass Hotel to accommodate a specific need that was identified from our business users.

It is self-contained, offers highly specified bedrooms (if required to allow for overnight stays) and has both meeting and catering facilities. This allows management, team building and other special meetings to be held 'in camera', away from the gaze of others.

It is a comfortable size for groups of between two and 10 dependent upon the objectives of the meeting. We can arrange the space for either informal or formal usage.

- \* Adaptable space dependent upon your event
- \* Fully Wheelchair Accessible
- \* Free super-fast WI-FI, offering up to 100mbps
- \* 60 inch flat screen TV (HDMI and VGA compatible)
- \* Bespoke Equipment & Stationery Packs are available on request



Room Name	Residences	
Dimensions	Total Area	26m <sup>2</sup>
	Room Size	7m x 3.3m
	Room Height	3m
	Entrance Width	1.75m
Capacities for...		
Room Setup Styles	Theatre	-
	Round Tables	-
	Cabaret	-
	Boardroom	10
	U/Shape	-
Classroom	-	



# Conference Catering

## Breakfast

### £8.50PP

Scones with Fresh Cream and Jam, served with Tea and Coffee

### £12.50PP

Breakfast Roll Selection - With a choice from the following fillings Hot Crispy Bacon, Sausage or Egg served with Tea and Coffee

### £9.50PP

Freshly Baked Croissants, Muffins or Danish Pastry Selection, served with Tea and Coffee

### £9.50PP

Fresh Fruit Skewer's served with Tea and Coffee

### £9.50PP

Toast, Pancakes & Wheaten Bread with Preserves served with Tea and Coffee

### £12.50PP

Continental Buffet- Selection of Fresh Breads, Danishes & Croissants, Cereals, Selection of Yoghurt's, Fruit Juices, Fresh Fruit, served with Tea and Coffee

### £18.50PP

Full Irish Buffet Breakfast- Sausage, Bacon, Boiled, Fried, Scrambled Eggs, Tomato, Mushrooms, Baked Beans, Soda Bread, Potato Bread, Homemade Pancakes, Toast and Preserves, Tea, Coffee and Fruit Juices

## Replenish & Refresh

### £2.50PP

Bottles of Still and Sparkling Mineral Water (250ml bottles)

### £3.50PP

Fresh Orange, Cranberry Juice

### £4.50PP

Herbal Tea Selection

### £4.50PP

Tea, Coffee and Homemade Shortbread

### £8.50PP

Tea, Coffee and Homemade Tray Bakes

### £8.50PP

Tea, Coffee Selection of Scones with Fresh Cream and Jam

### £10.50PP

Tea, Coffee, Gourmet Sandwich Platter

### £13.50PP

Tea, Coffee, Gourmet Sandwich Platter and Mini Hot Wraps (Chicken or Beef)

With such a large selection of catering options available, sometimes it's hard to choose, but our fully qualified Event Managers are always on-hand to advise you on the options that would best suit your event requirements and budget. So why not take advantage of our experience and contact us today?





# Conference Catering Options

## Lunch

We can also tailor catering packages to ensure that you have the exact choice for your event. Some suggestions are included below. Please feel free to discuss your requirements with the designated member of our events team.

### EXPRESS LUNCH

Tight on time? Why not try one of our Express Lunches available from **£10.50PP**

#### **£10.50PP**

Express Buffet No 1 - Homemade Soup and Gourmet Sandwich Platter

#### **£13.50PP**

Express Buffet No 2 - Homemade Soup, Gourmet Sandwich Platter served with Tea and Coffee

### SLIDER BUFFET

#### **£14.50PP (4OZ BURGERS)**

Selection of Sliders, Beef, Chicken and Bacon Burgers, Vegetarian Kebabs, Mixed Salad / Tomato Relish, Mayo, Cheese, and Skinny Fries

Tullyglass Ten out of Ten (and a bit more!)

We were recently at the Tullyglass for a two day business seminar. From start to finish - excellent communication, service, accommodation, food, staff, seminar arrangements, a pleasure to work with.

### EXPRESS FINGER BUFFET OPTIONS

**INITIAL TWO OPTIONS £10.50PP,  
ADDITIONAL ITEMS £1.50 PER ITEM**

Tea and Coffee  
Gourmet Sandwich Platter  
Cocktail Chipolatas  
Chicken Goujons  
Vol au Vents  
Vegetarian Kebabs  
Pizza  
Spring Rolls  
Chicken Skewers  
Sausage Rolls  
BBQ Spare Ribs  
Spicy Chicken Wings

### BOWL BUFFET

If Networking is an important factor at your event, perhaps one of our Bowl Buffets available from **£16.50PP** is the solution?

Traditional Irish Stew & Freshly Baked Wheaten Bread  
Lasagne and Garlic Bread  
Chicken Teriyaki and Boiled Rice

## Hot Fork Buffet

One of the most popular options is our Hot Fork Buffet starting from **£16.50PP** This offers an almost endless number of options (please see below) all served with Boiled Rice, Baby Boiled Potatoes, Freshly Baked Homemade Bread & an extensive Salad Bar selection you are guaranteed to find something for everyone.

### CHOOSE 3 OPTIONS FROM £16.50PP

Beef Lasagne  
Chicken Curry  
Peppered Beef  
Salmon and Broccoli Bake  
Chicken Stir Fry  
Chilli Con Carne  
Butter Chicken  
Sweet and Sour Pork  
Chicken A La King  
Vegetable Lasagne (v)

### TRIO OF DESSERTS £3.50PP

Mini Meringue, Profiteroles, Seasonal Cheesecake

### ADD TEA AND COFFEE £3.50PP

MINIMUM NUMBERS 50 ADULTS

## Carvery

Our Post House Carvery is informal, but renowned for its choice, quality of food and quick service.

MAIN COURSE **£16.50pp**

MAIN COURSE & TEA, COFFEE **£18.50pp**

MAIN COURSE & DESSERT **£19.50pp**

MAIN COURSE, DESSERT & TEA, COFFEE **£21.50pp**

SIX COURSE CARVERY LUNCH **£25.00pp**

SIX COURSE CARVERY EVENING **£30.00pp**

Fantastic Conference Venue. We recently organised a number of conferences around the country with one of the venue's being Tullyglass hotel. Rosie the event manager was super efficient, friendly, very helpful and organised.

Please note we cater for all special Dietary Requirements





#### DAY DELEGATE FROM £30PP

Tea, Coffee & Shortbread on Arrival  
Mid Morning Tea, Coffee & Scones  
One Course Lunch  
Afternoon Tea, Coffee, Shortbread

#### RESIDENTIAL FROM £160PP

Tea, Coffee & Shortbread on Arrival  
Mid, Morning Tea, Coffee & Shortbread  
One Course Lunch  
Afternoon Tea, Coffee, Traybakes  
3 Course Meal in McAllister's  
Overnight Stay  
Full Breakfast

Terms and Conditions Apply

*Dinner at*



3 Course Meal in McAllister's from **£29.50pp**

#### INDULGENT CANAPÉS

For that special occasion when you want to leave a lasting impression perhaps the indulgent canapés option would suit best for the accomplished palette (perfect for complimenting a drinks reception)

#### HOT

Vol-au-vent: Chicken,  
Garlic Prawn and Wild Mushroom  
Assorted Spring Rolls  
Mini Beef Burgers  
Pizza Selection  
Crispy Chicken

#### COLD

Smoked Salmon Rolls  
Duck Fillet with Apricot  
Goats' Cheese with Spices  
Halibut with a Lemon Salsa  
Foie Gras and Caramelised Apple  
Dried Cured Ham and Fig  
Prawns with Basil

Mixed selection from above **£12.50pp**

Please contact our events team to discuss your tailored package based on your numbers and catering requirements





Relaxing, very enjoyable and would definitely stay again.  
I always like to have a warm welcome when I enter a hotel which I certainly did in the Tullyglass. My room was very comfortable, the corporate facilities were exactly what I needed, i.e. modern, convenient and aided superbly by the Conference Manager. A very pleasurable stay and I would firmly recommend it to anyone who looks for a hotel with high standards at a competitive price.



# Accommodation

Tullyglass House Hotel offers a selection of 40 bedrooms. 33 elegant bedrooms are based in the original historical building, and we note that in this world of uniformity, each is a little different to the next. The common theme for our rooms though is luxury and comfort. Each room has its own en-suite bathroom, a flat screen TV, free Wi-Fi, a business work station, and we also provide a complimentary breakfast.

The Residences which is within the grounds of the hotel offers a further seven luxury en-suite rooms and is ideal for smaller groups, such as management teams, that wish to stay together. Our friendly staff offer a warm welcome, speedy check-in and check-out, and we try to meet the needs and expectations of each guest, whatever their requirements.

Competitive Business Rates Available, Prices from £105 B&B

All rooms are equipped with:

- \* Tea and coffee making facilities
- \* Air conditioning
- \* Telephone
- \* Hair dryer
- \* Trouser Press
- \* Free Wi-Fi

Complimentary Wi-Fi is also available throughout the building.

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# Audio Visual Support & Maintenance

## *Festival Productions*

Contact Brian - 07712871876

Email - festivalproductions@yahoo.co.uk





THE 2021  
**BACK TO BUSINESS**  
*Awards*

THE 2021  
**BACK TO BUSINESS**  
*Awards*

# Conference Terms & Conditions

## **AUTHORITY TO ACT ON BEHALF OF THE CLIENT ORGANIZATION**

The client organisation confirms that Tullyglass is entitled to accept that the person signing the booking confirmation form is authorised by the client organization to enter into a binding contractual relationship on behalf of their organisation with Tullyglass House Hotel LTD.

## **BOOKING FORM**

All bookings will be regarded as firm and a contractual relationship having been created when a completed and signed booking confirmation form is received by the Conference and Events Department. Reservations will be regarded as provisional until the booking confirmation form has been received. Up until that point, Tullyglass will be free to accept firm bookings from other clients for facilities which are the subject of provisional reservations.

## **CONFIRMATION OF FINAL DETAILS**

Client organisation are required to confirm final numbers attending and all other arrangements required which do not form part of the standard meeting package no less than fourteen days prior to the arrival of conference delegates.

## **MINIMUM NUMBERS**

This price has been negotiated for your event based on the minimum number of adult guests as shown. Therefore this will be the minimum number of adult guests you will be invoiced for on the day, if there are any extra guests they will be charged for additionally. Events that fail to meet minimum number stated on the contract will have their package price renegotiated.

## **CHARGES**

The rates at which Tullyglass will charge for the attendance of delegates will be as specified in the booking confirmation form. The charges to be applied in relation to all services and facilities will be as confirmed by the client organisation fourteen days prior to the arrival of delegates, or based upon the actual facilities provided, if these are greater than those confirmed fourteen days prior to the arrival of delegates.

## **INDIVIDUAL'S INVOICES**

Tullyglass will, where requested by the client organisation, issue invoices to individual delegates in relation to their personal expenditure whilst at Tullyglass, for settlement by major credit card or personal cheque supported by a banker's card prior to departure. If any such invoice remains unpaid after the conclusion of the conference, it will remain the responsibility of the client organisation.

## **RESPONSIBILITY FOR DAMAGE**

The client organisation will be responsible for meeting the cost of any repair or replacement of Tullyglass property that arises from any carelessness, neglect or default of any of its delegates, guests or visitors. Where it is believed such attributable damage has occurred, the Conference and Events Department will contact the client organization as quickly as possible.

## **HEALTH, SAFETY & FIRE PROCEDURES**

On signing this document the client agrees to comply with all health and safety and fire precaution guidelines issued by Tullyglass. In compliance with current UK legislation, smoking is not Permitted within any enclosed area on the Tullyglass site.

## **SETTLEMENT TERMS**

Payment of the client organization's final invoice is due for settlement within fourteen days from the date of issue.

## **CANCELLATION OF A RESIDENTIAL BOOKING**

All notifications of cancellations will only be deemed to be accepted when received in writing. Cancellations of residential booking less than 12 weeks before the first day of the event will incur charges subject to the following sliding scale of charges. Charges for cancellations will be based on numbers stated at time of initial booking with signed contract.

## **CANCELLATION OF DAY MEETINGS**

Cancellations of day meeting room bookings less than 4 weeks before the first day of the event will incur charges subject to the following sliding scale of charges. Charges for cancellations will be based on numbers stated at time of initial booking along with signed contract. More than 4 weeks in advance of the first day.



# Location

Set in 15 acres of lush gardens and woodlands on the outskirts of Ballymena, Tullyglass House Hotel significantly less than an hour from many of the provinces leading tourists destinations and amenities.

To reach us from Belfast, take the M2 out of Belfast for nearly 20 miles before taking the exit to Ballymena on the left. Take the third exit off the roundabout, the A26 for Ballymena. Turn left at the signpost for Galgorm and County Hall. When you come to a roundabout take the second exit. The hotel is half-a-mile down on your right, opposite County Hall.

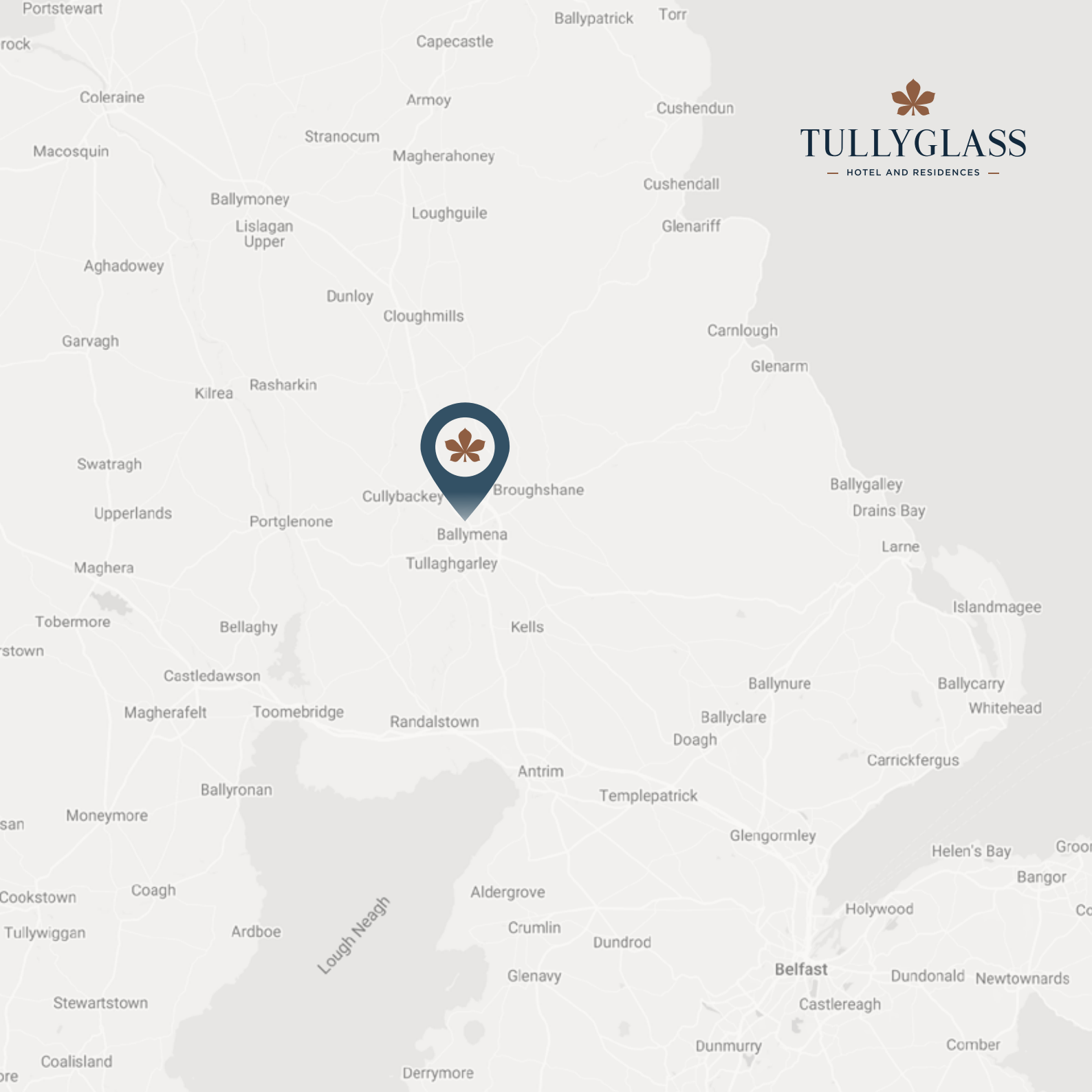
We are just a 30-minute drive from Belfast city-centre, the George Best and International airports and at the doorstep of some of Northern Ireland's most beautiful scenery, including the wooded valleys and waterfalls of the famous Glens of Antrim and, a little further on, the spectacular Giant's Causeway, one of the wonders of the natural world.

There are so many options within a short distance of Tullyglass House Hotel making it an ideal location for team building days. Tee off at beautiful golf courses or fish for salmon, trout and pike, we have some of Europe's finest sea, river and Lough angling just a few minutes drive away.

We consider that our guests will be spoilt for choice with many places of interest to choose from. Just ask one of our staff members for their advice.










**TULLYGLASS**

— HOTEL AND RESIDENCES —



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