

The quiet country style setting of Woodford Dolmen Hotel boasts the largest hotel conference facilities in Carlow. Its private location is ideal for conferences, dinner dances, weddings, exhibitions, product launches, breakfast briefings, board meeting & everything else in between.



It's conveniently located just off the M9, 50 minutes from Dublin Airport, 30 minutes from Waterford city, 20 minutes from Kilkenny city & just 5 minutes outside Carlow Town.

Woodford Dolmen Hotel has a diverse selection of modern meeting spaces with a dedicated team of experienced event professionals to tailor your conference or event to ensure its success. Smaller meetings receive the same attention from our team as larger events.

Standard facilities included in our meeting rooms:

- All meeting & conference rooms are set-up as per your specific requirements.
- Room Hire includes paper, pens & water.
- Room Hire includes LCD Projector, 6ft Screen & Flip Chart (if required)

***Woodford Dolmen Hotel offers:***

- 79 relaxing bedrooms & 3 luxurious suites
- Complimentary Wi-Fi access throughout the hotel
- Secure & private car parking, over 200 spaces
- Secretarial services & newspaper (on request)
- Traditional Irish pub, Dolmen Bar
- Plum Tree Bistro & Belmont Suite for private dining
- Conference facilities for over 800 delegates
- 6 Meeting Spaces
- Flexible coffee & lunch breaks
- Podium & Staging complimentary - 6 pieces (6ft x 4ft)
- Additional flip charts are available
- Wheelchair access
- Professional, efficient & friendly staff
- Cycling lane outside hotel
- GPS Coordinates: Latitude: 52.813761 Longitude: -6.951320



### **Claddagh Boardroom Suite**

The purpose built Claddagh boardroom suite is contemporary in style, with plush furnishings and fully equipped with modern facilities including built in LCD projector and 8ft drop down ceiling screen. Our 23ft conference table with comfortable seating holds up to 20 delegates. The Claddagh boardroom is a spacious room, with an abundance of natural light which helps to create a dynamic and invigorating workspace.



*Morrison Suite*



*Belmont Suite*



*Library Boardroom*

### **Morrison Suite**

This multi-functional meeting room is modern & contemporary, rich in natural light encouraging productivity. Full capacity 100 delegates in theatre style or up to 40 delegate's boardroom style. Complete with separate rejuvenating breakout or networking area, this meeting room is an idea alternative thinking space.

### **Belmont Suite**

The Belmont is a bespoke suite with modern styling & atmospheric lighting. This suite is very dynamic and multi-functional ranging from yoga to corporate meetings to intimate dining experience. Comfortably seating between 32 to 52 people in block or banqueting styles.

### **Library Boardroom**

For smaller events or out-of-office meetings, the traditionally styled library boardroom with a capacity for 36 delegates offers an alternative meeting space. This spacious ground floor room opening onto a private courtyard is ideal for intimate celebrations, interviews or one-on-one discussions where privacy is of utmost importance.





### **Barrow Suite**

State-of-the-art conference facility with a three-in-one option, the Barrow Suite can be utilised in many different configurations providing a variety of conference and banqueting options. Barrow rooms 1, 2 and 3 can be accessed separately. Collectively, it is ideal for a theatre conference of over 800 delegates or can be transformed into a candlelit Gala Dinner ballroom for up to 500 guests. With an abundance of natural daylight, no pillars blocking the view of the main stage and direct own door access to outdoor terrace area overlooking the river Barrow & surrounding Killeshin Hills.

Accompanying the Barrow Suite is a private entrance & a small pre function area suited to conference registration or pre drinks.

Full bar & dancefloor also available in this room (if required). The Barrow Suite is fully equipped with roving microphone, controlled lighting, PA system, wifi access and air conditioning

### **Killeshin Suite**

This opulent & lavishly decorated ballroom is multifunctional and can be sub divided into two rooms, it adapts to your individual needs. It can facilitate up to 500 conference delegates or 220 dinner guests. Complete with its own private & comfy brainstorming and calming zone this room is ideal for any event. The Killeshin suite also opens out onto the spacious veranda with relaxed seating & outdoor fires.

Fully equipped with roving microphone, controlled lighting, PA system, abundant natural daylight, wifi access & air conditioning.

### **Audio Visual Equipment Hire**

Led projector is complimentary but is subject to availability and pre booking essential. Additional flip charts are available at a cost of €20 each. Larger screen can be ordered on request and will be charged accordingly. DVD player is available at €25.

In the Killeshin Suite & Barrow Suite roving microphone and PA system are complimentary along with microphone on podium, microphone on top table. Any additional microphones can be hired in and charged accordingly. External support and additional AV Equipment can be arranged for all events, subject to set up and delivery charges.

### **Testimonials**

*"The Woodford Dolmen hotel is conveniently located for us and an ideal choice for our large meeting requirements. We have used their Claddagh boardroom suite on a few occasions; it is a spacious & contemporary room with very comfortable seating. We found the staff to be very helpful, friendly and professional and the room was set out as we requested. We would have no hesitation in recommending the Claddagh boardroom suite, in our opinion it is definitely one of the best meeting room facilities in the South East".....* **Connolly Red Mills**

*"We are a longtime customer of the Woodford Dolmen Hotel and have always found them to be most helpful and professional with us. Whether for a small meeting room or a larger Seminar, they are always most attentive to our needs for room set up, equipment and refreshments. All in all they give an excellent service" ....* **IFA**

### **Plum Tree Bistro**

This modern sophisticated design with comfortable seating has an inviting atmosphere & stress free vibe for casual chats or formal dinners. Our food reflects our desire to deliver the ultimate in locally sourced and beautifully prepared dishes. Our Michelin Star experienced Sous Chef Caolain Prendergast will entice and delight all with his classical French inspired food with a modern twist.

Choose from having your food delivered to your meeting; opt for a more casual setting in the Plum Tree Bistro or upgrade you're dining to a formal 5 course meal in one of our event suites.

Flexible coffee break options range from freshly Brewed Tea, Coffee & Homemade Scones @ €3.95 pp to freshly Brewed Tea, Coffee & Breakfast Blaa @ €6.95 pp.

Working lunch ranges from selection of sandwiches, homemade soup & Tea, Coffee @ €6.50pp to daily carvery lunch from €10.95 or 3 course meal €18.00pp with options of fork buffet with salad & desert @ €22.50pp or a finger buffet @ €8.50pp. You dictate the pace and we'll serve the coffee.



### **Accommodation:**

Relax and unwind in our 80 warmly decorated restful bedrooms. Over the past year we have upgraded 25% of our standard bedrooms to executive rooms & expect to complete upgrading of the remainder over the next year. Stay just 1 night or a six month contract, we will take care of you.

### ***Woodford Dolmen Hotel 2015 Corporates MIDWEEK Rates:***

<b><i>Room Occupancy</i></b>	<b><i>B&amp;B Rate</i></b>	<b><i>Room Only</i></b>
Single	€ 45.00	€ 39.00
Double/Twin	€ 69.00	€ 49.00



### **Supporting Local Communities**

Ideal for large fundraising events such as TV Show themed nights, Fashion Shows, entertainment events including Gala Dinners, College Balls, Award Ceremonies & Concerts. Excellent for Summer bbq's, exhibitions, alternative sporting events, dance competitions & Christmas parties. Where required, use of our backstage "Green Room" is available on request.

Woodford Dolmen Hotel "Successful Events Guide" specifically developed & available to support event organisers in running a successful event.

Looking for Teambuilding or Away Day options, look no further than Woodford Dolmen Hotel. Working with our various event partners, our events team will create vibrant, productive and smooth running team building activities.

### **Carlow Tourism**

Carlow, the hub to the south-east is worth discovering and exploring, rich in history with beautiful landscapes and vibrant shopping. It offers a variety with top attractions been Carlow arts festival, Visual centre contemporary art gallery & George Bernard Shaw theatre, amazing gardens, track & trails with plenty of fresh air. Visit [carlowtourism.com](http://carlowtourism.com)



### **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 30 days after the event.
- The Woodford Dolmen Hotel reserves the right to amend charges of products being supplied to the client in the event of changes in government taxes.
- 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.
- Please see below our cancellation policy:
  - 7 Days prior arrival: No cancellation fee
  - 3 Days prior arrival: 20% of the booking fee will be charged
  - 1 Day prior arrival: 50% of the booking fee will be charged
  - On the Day of arrival: 100% of the booking fee will be charged
- 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 2015. Conditional that there are no major economic challenges that may impact adversely upon the inflation on rate, bookings for 2016 that have been contracted, and where the Hotel is in receipt of the necessary deposit to confirm such a booking, will be afforded 2015 prices. The Hotel does however reserve the right to adjust the pricing should the inflationary figure rise above the acceptable norm.
- 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.
- 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/credit card has been received.
- Accommodation reserved may not be available prior to 16:00 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.