

The Discovery Centre Conference Room

There can be no better location for a conference suite in Wales than the second floor of the Coastal Park's Discovery Centre.

With its three glass walls, the Coastline Conference Suite cantilevers over a sweeping sandy beach and offer uninterrupted views over the dramatic and ever-changing Loughor Estuary.

The suite boasts excellent facilities and its unique setting will add to the impact of any sales presentation, business meeting, conference or training seminar.

The Conference Suite is available seven days a week at unbeatable hire rates.

Please find below Centre and buffet menu booking forms which fully list all charges.

DISCOVERY CENTRE CONFERENCE ROOM BOOKING FORM

PLEASE RETURN COMPLETED FORM TO

JWalsh@Carmarthenshire.gov.uk. Or ring direct on 01554 777744

Name of Organisation:
Please state if an Internal Department:
Invoice Address:
Name of Person Organising Meeting:
Name of Person Chairing Meeting:

Trainer's Name (if applicable):																	
Tel. no:	Email:																
Date of Meeting: (please note, window cleaners are on the premises until 9.30 am on Wednesdays)																	
How many delegates?																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Charge:</td> <td style="width: 30%;">Please tick:</td> </tr> <tr> <td>Full day £70 (9 am to 5 pm)</td> <td></td> </tr> <tr> <td>Half day (max 4 hrs) £45</td> <td></td> </tr> <tr> <td colspan="2"><i>Additional charge £15 per hour or part thereof after 5pm. 10 pm close.</i></td> </tr> <tr> <td>Weekend Charge:</td> <td>Please tick:</td> </tr> <tr> <td>Full Day £140</td> <td></td> </tr> <tr> <td>Half Day (max. 4 hrs) £90</td> <td></td> </tr> <tr> <td colspan="2"><i>Additional charge £20 per hour or part thereof after 5pm. 10 pm close.</i></td> </tr> </table>		Charge:	Please tick:	Full day £70 (9 am to 5 pm)		Half day (max 4 hrs) £45		<i>Additional charge £15 per hour or part thereof after 5pm. 10 pm close.</i>		Weekend Charge:	Please tick:	Full Day £140		Half Day (max. 4 hrs) £90		<i>Additional charge £20 per hour or part thereof after 5pm. 10 pm close.</i>	
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Schedule	Time																
Arrival/Set up																	
Conference/Meeting Start																	
Mid Morning Break																	
Lunch																	
Afternoon Break																	
Conference/Meeting Finish																	
Departure																	

CONFERENCE ROOM REQUIREMENTS

Room Layout	Capacity	Style Required (please tick)
Theatre	30	
Boardroom	18	
Square	10	
Reception	40 max	

CONFERENCE EQUIPMENT REQUIRED

Equipment Available	Cost	Equipment Required (please tick)
Wall mounted plasma screen for PowerPoint Presentations	£20	
Use of Laptop	£5	
DVD – Video	£15	
Flip Chart (includes paper/pens)	£10	

CAR PARK REQUIREMENTS

Pay & Display Car Park (no staff parking available)

CONFIRMATION

I am pleased to confirm that the details above are correct.

Signed

Name (please print)

Company

**FOR ALL CATERING AND REFRESHMENT REQUIREMENTS
PLEASE COMPLETE THE ENCLOSED BOOKING FORM AND
RETURN TO FLANAGANS.**

Buffet Menu

Supplied by Flanagan's Coastline Café
(48 hours notice required for food)

FOOD SELECTION

Menu A

Selection of freshly made sandwiches with a variety of fillings garnished with fresh salad and crisps

£4.25

Menu B

Selection of freshly made sandwiches with a variety of fillings garnished with fresh salad and crisps, buffet sausage rolls, mini pork pies and savoury eggs

£5.25

Menu C

Selection of freshly made sandwiches with a variety of fillings garnished with fresh salad and crisps ginger and lemon grass chicken skewers, and vegetable crudités with dip

£6.25

Menu D

Selection of freshly made sandwiches with a variety of vegetarian fillings garnished with fresh salad and crisps, with smoked salmon canapés and spinach and feta cheese goujons

£6.25

Menu E

Platter of cold roasts ham, and roast turkey accompanied by crisp salad leaves and a selection of daily salads and granary or French baguettes. Served with chipped or jacket potatoes.

£8.25

HOT MEAL SELECTION

Medium chicken curry and rice served with naan bread

£6.50

DRINKS

The Quick Livener

Freshly brewed fair-trade tea or coffee £1.45

With a selection of biscuits will be £2.25

The Welsh collection

Tea or coffee, welsh cakes (2) and Bara Brith with butter

£3.95

Selection of soft drinks

Ice cold orange juice or apple juice

£1.65

Ice cold still or sparkling Welsh Water £1.20

Dessert Selection

Selection of mini petit fours £2.99

Fresh Fruit salad £2.99

***We are happy to tailor refreshments specifically to your requirements (including desserts). Take a look at the main Flanagan's menu for guidance and then contact us to discuss your preference.
(All prices include VAT)***