

STRATHMORE
— HOTELS —
The Alexandra

EVENTS AND BANQUETING



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ALEXANDRA HOTEL CONFERENCES AND EVENTS



Enjoy your meeting, conference or event with The Alexandra Hotel.

Get help with planning your event from the experts

Your event whether it's a meeting for 10, conference for 50 or a function for 150 people is very important to us. Organising any type of event takes time and a lot of care. Your time is precious, so you need a hotel that can help you provide answers to your questions.

So when you book your event, no matter the size, you'll have your own personal events planner who'll look after your event.

Our promise to you

There's no hotel in the world that can claim to be perfect, and we are no different. What we promise, though, is to give our very best efforts to help you run successful meetings, conferences and events.

Choose the room that suits you best

At the Alexandra Hotel you can choose from 4 individual meeting rooms. There are also syndicate rooms that can be used as break out sessions. We have listed our room capacities and dimensions for you to see – this will help you choose the room that is right for you.

For all your catering requirements

At the Alexandra we have a wide range of menus to choose from. Whether it is a light finger buffet or 3-course meal – nothing is a problem. As a guide look over our "Mix and Match" menu selectors.

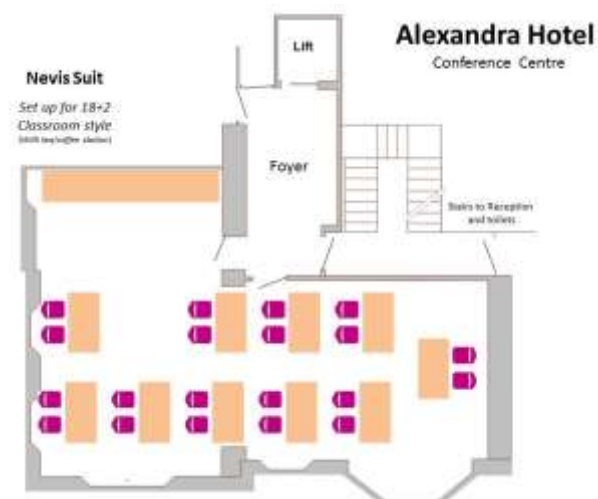
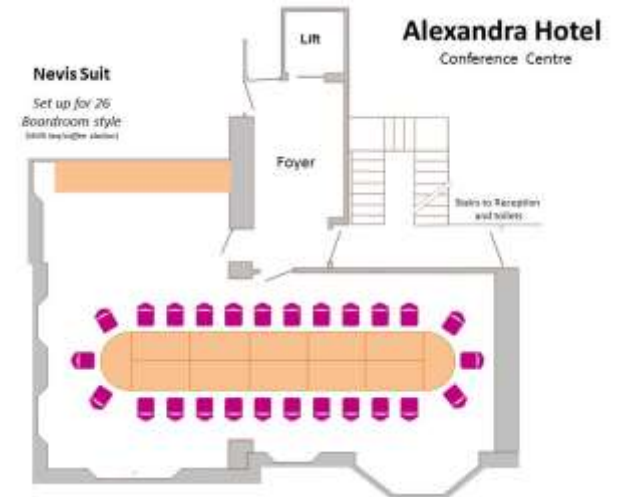
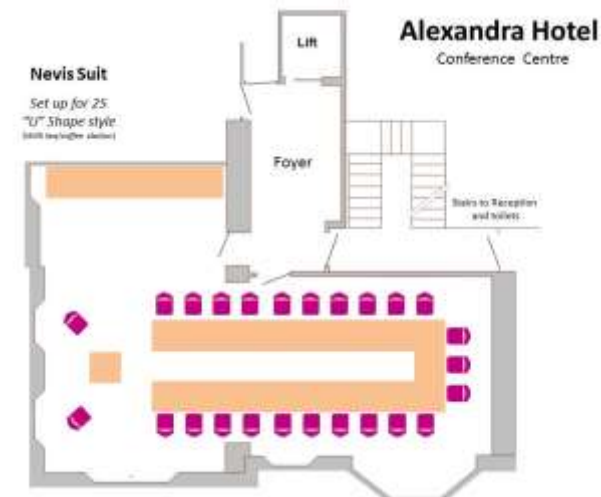
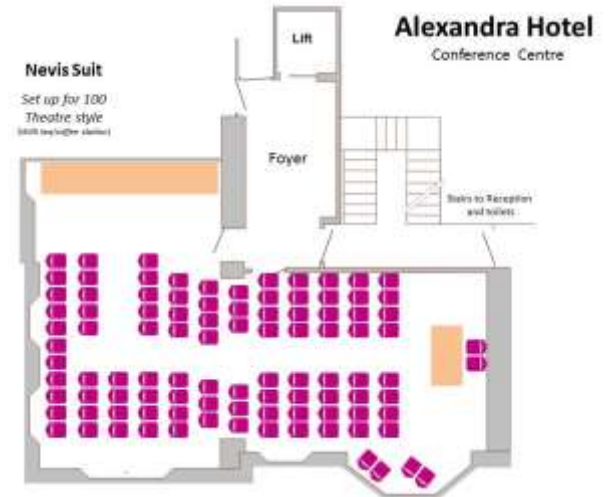
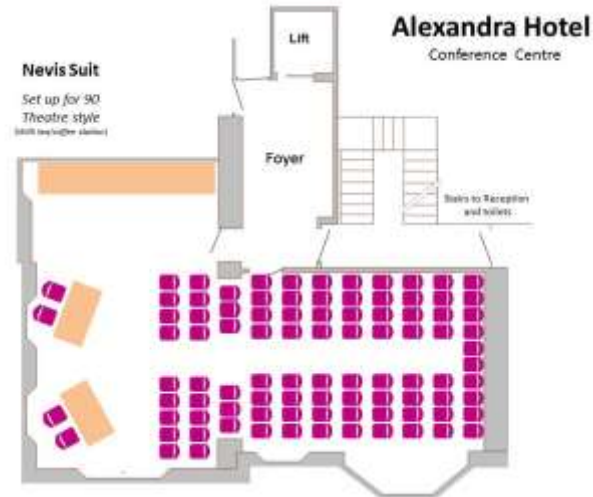
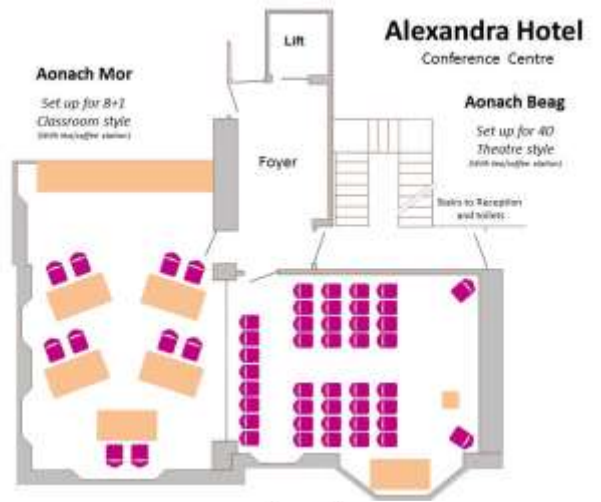
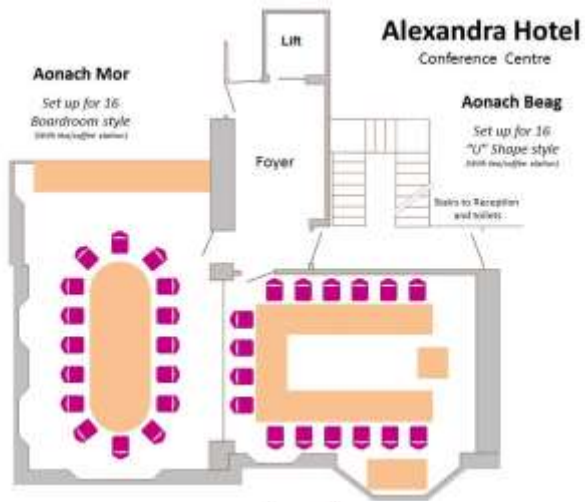
ROOM CAPACITIES

Room	Aonach Beag	Aonach Mor	Nevis Suite	Linnhe Restaurant
Theatre	40	40	90	150
Boardroom	16	16	26	40
Classroom	8	8	12	50
U-Shape	18	18	25	40

Room Dimensions for our Function Suites:

We have two conference boardrooms, Aonach Mor and Aonach Beag, which will cater for the smaller conferences however; if your conference is larger we combine the two, to make the Nevis Suite.

<i>Room</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Floor Area</i>
<i>Aonach Mor</i>	8m	4.5m	2.9m	36m ²
<i>Aonach Beag</i>	8m	5m	2.9m	40m ²
<i>Nevis Suite</i>	-	-	2.9m	76m ²
<i>Restaurant</i>	15.5m	13.5m	2.8m	210m ²
<i>Lounge</i>	10m	7m	3m	70m ²



CONFERENCE TARIFFS

We offer two superb conference packages, which are tailor made to suit individual requirements, designed to make your booking easy.

Day Delegate Rate
From £26.50 Per Person
This includes the following;-

Main meeting room hire
Tea/coffee and biscuits on arrival
Mid-morning tea/coffee and Danish pastry
Lunch
Afternoon tea/coffee and biscuits
Table Refreshments
Standard Conference Equipment
FREE car parking

Standard Conference Equipment

Flipcharts, Paper and Pens
Screen
DVD Player
Internet Connection

24 Hour Residential Rate
From £115.00 Per Person
This includes the following;-

Overnight En-suite Accommodation
Three course Evening meal
Full Scottish Buffet Breakfast
Morning Tea/coffee and Shortbread
Lunch
Afternoon Tea/Coffee and Biscuits
Main meeting room hire
Standard Conference Equipment
Table Refreshments
FREE car parking

Additional Equipment and services

(Available on request and nominal Fee)
Data Projector + Screen @ £30.00
Large Screen TV @ £35.00
Photocopying, Faxing and E-Mail services

Please note these rates are valid for 20 or more delegates and may vary depending on the time of year and number of delegates attending.

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For fewer delegates and short meetings we hire out the conference room on a per hour basis as follows:

Nevis Suite = £38.00 /hour Aonach Mor = £20.00 /hour Aonach Beag = £20.00 /hour
Additional services and equipment will be quoted upon request.

Special business accommodation rate is available upon request.

If for some reason we don't have what you want, we'll make sure we'll get it for you!

“MIX & MATCH” LUNCH MENU SELECTOR

We endeavour to make your selection as easy as possible. Therefore, all you need to do is take a look over the options below and tick which choice you require. Alternatively, you may already have something in mind that is not listed, just say and we will be happy to help.

Price Guide as follows;-

- 2 course lunch @ £13.95 per person
- 3 course lunch @ £17.50 per person

These prices are based on a 2-choice selection for each course. If you wish to have a more extensive menu, we will be more than happy to quote this for you.

A – Starter

1. **Chicken Liver Pate** with melba toasts & spiced apple chutney
2. **Melon Pearls** with peppered strawberries in a lime & champagne syrup a
3. **BBQ Chicken wing** with sour cream & chive dip
4. **Tomato, Basil & balsamic vinegar bruschetta** with raquette & parmesan
5. **Goats Cheese, pear & walnut crostini** with balsamic reduction.
6. **Salmon Gravlax, potato salad** with cucumber ribbons & red chard
7. **Haggis, Neeps & tattie tower** with a whisky cream & toasted oatmeal
8. **Cream of Tomato & Basil Soup (V)**
9. **Parsnip, Pear & Honey Soup (V)**
10. **Lentil & Bacon Soup**
11. **Carrot & Coriander Soup (V)**
12. **Celeriac, Apple & Chilli Soup (V)**
13. **Cream of Mushroom & Tarragon Soup (V)**
14. **Lentil & Bacon Soup**

B - Main Course

ROAST SECTION; - (Choose one from this section)

1. **Roast Loin of Pork** *presented with a cider jus & apple compote*
2. **Roast Topside of Beef** *served with horseradish cream, beef jus & Yorkshire pudding*
3. **Roast Leg of Scottish Lamb** *with a red wine Jus*

OTHER SECTION; - (Choose one from this section)

1. **Beer battered haddock** *with tartare sauce, mink pea crush & malt reduction*
2. **Steak & Guinness Pie** *accompanied with seasonal vegetables & potatoes*
3. **Seared Scottish Salmon** *with hollandaise sauce*
4. **French Trimmed Chicken breast** *with a red wine jus*
5. **Venison casserole** *with root vegetables & parsnip crisps*
6. **Pork Belly** *with crunchy crackling & homemade gravy*
7. **Wild mushroom & parmesan risotto (V)**
8. **Cous Cous, stuffed onion skins** *in a spicy tomato Napoli (V)*
9. **Vegetable Lasagne** *served with garlic bread & salad (V)*

Desserts

1. **Citrus Tart** served with fresh raspberries & whipped Cream
2. **Lemon & Blueberry Cheesecake** with raspberry compote
3. **Sticky Toffee pudding** with Vanilla Ice Cream
4. **Chocolate Fudge Cake** with fresh strawberries & pouring cream
5. **Rhubarb Crumble** with sauce Anglaise
6. **Poached Pears with Vanilla Ice Cream** & hot chocolate sauce
7. **Trio of Dairy Ices** served with a crisp fanned wafer

Tea and freshly ground coffee served in the lounge

“MIX & MATCH” DINNER MENU SELECTOR

We endeavour to make your selection as easy as possible. Therefore, all you need to do is to choose 3 items from each course listed below and the cost for the whole meal will **be only £26.95 per person**. Alternatively, you may already have something in mind that is not listed, just say and we will be happy to help you.

A – Starter

1. **Stuffed Cabbage Rolls**
2. **Blanched savoy cabbage leaves** stuffed with feta cheese, dill, almonds, garlic & leeks
3. **Haggis Bites** served with a whisky cream
4. **Goats Cheese, pear & walnut crostini's** presented with balsamic glaze
5. **Hot & Spicy BBQ Chicken wings**
6. **Moules Mariniere/Provencal**
7. **Mussels in white wine & garlic cream** or spicy Napoli with toasted bloomer
8. **Beetroot, crowdie cheese & candled walnut salad**
9. **Classic Prawn Cocktail**, North Atlantic Prawns with Crisp Salad Leaves and Smothered with Marie Rose Sauce
10. **Honeydew melon pearls** with peppered strawberries in a lime & champagne syrup
11. **Chicken Liver Parfait** with melba toasts and a plum & apple chutney
12. **Beetroot salmon Gravlax** with crisp salad leaves & potato salad
13. **Soup Selection**
 - a. Leek and Potato (v)
 - b. Cream of Tomato and Basil (v)
 - c. Parsnip, Pear & Honey
 - d. Celeriac, Apple & Chilli (v)
 - e. Lentil and Vegetable (v)
 - f. Lentil and Bacon
 - g. Carrot and Coriander (v)
 - h. Butternut squash Volute (v)
 - i. Green Pea and Ham
 - j. Cream of Mushroom & Tarragon (v)
 - k. Curried Squash, Lentil & coconut Soup (v)

B - Main Course

There are five sections to the main course options please do not select more than one item in each section.

Roast Meats

1. **Roast Topside of Beef** with Yorkshire Pudding & horseradish cream
2. **Roast Leg of Lamb** studded with Rosemary & Garlic
3. **Roast Loin of Pork** with an Apple Compote
4. **Roast Haunch of Venison** with Cranberry Jam

All Roasts are Available with Your Choice of :-

Rich Natural Gravy made from Pan Juices or Red Wine and juniper berry Jus

Chicken Selection

1. **Frenched trimmed chicken breast**
2. **Chicken Balmoral** stuffed with haggis & wrapped in Parma ham
3. **Chicken Braemar** stuffed with Stornoway Black Pudding wrapped in Parma ham
4. **Cajun chicken supreme**

All Chicken Dishes Available with Your Choice of:-

Rich Natural Gravy, Peppercorn Sauce or Red wine jus

Seafood Selection

1. **Beer battered Haddock** with Tartare Sauce, mint pea crush & a malt reduction
2. **Grilled Fillet of Sea Bass** accompanied with a spicy tomato & Mediterranean vegetable ratatouille
3. **Poached Fillet of Smoked Haddock** presented in a lemon cream and parsley sauce
4. **Seared Scottish Salmon** with homemade Hollandaise sauce
5. **Hake fillet** in a Tabasco Tomato & Soy marinade
6. **Salmon & Crab fish cakes** in a spicy Napoli sauce

Casserole Selection

1. **Steak and Guinness Pie** with a Puff Pastry Lid
2. **Venison and Root Vegetable Casserole** with parsnip crisps
3. **Chicken, Mushroom & Tarragon casserole** topped with Crisp Sautéed Potatoes
4. **Haggis, Bashed Neeps and Potato towers** topped with toasted oatmeal & whisky cream
5. **Luxury Fish Pie** – Mixed fish cooked in a white roux topped with mash potato & cheddar cheese

Vegetarian Selection

1. **Freshly Baked Vegetable Lasagne** accompanied with garlic bread
2. **Paneer – Stuffed peppers** – Roast peppers stuffed with Paneer Cheese roast vegetables & bound in a spicy curry sauce
3. **Sweet Potato & Parmesan Gnocchi** with Mediterranean vegetable ratatouille & Parmesan Cream
4. **Vegetable Curry** with butternut squash, courgettes, peppers, cauliflower & potato with saffron rice
5. **Vegetable pasta bake** – seasonal vegetables bound in Spicy Napoli sauce, topped with Mozzarella
6. **Mushroom, asparagus & chestnut casserole** presented in a Filo Basket

C – Dessert

1. **Chocolate Fudge Cake** with Chantilly Cream
2. **Sticky Toffee Pudding** with Crème Anglaise
3. **Apple and Cinnamon Crumble** with Crème Anglaise
4. **Lemon & Raspberry Tart** with Raspberry Coulis
5. **Caramelized Orange Cheesecake** with lightly whipped cream
6. **Cranachan** – Whipped cream, crushed raspberries, honey, whisky & toasted oatmeal
7. **Classic Eton Mess**, Wild Berries, Crushed Meringue and Whipped Cream

Followed by freshly ground coffee or quality brewed tea

Buffet Menu's

Menu A

Chef's Homemade Soup
Selection of Freshly Made Sandwiches
Made with a choice of Brown, White or Wholemeal Breads
Tea and freshly ground coffee
£7.50 per person

Menu B

Selection of freshly prepared Sandwiches
Sausage Rolls
Kind Prawn Rolls
Mini Quiche Assortment.
Tea and freshly ground coffee
£8.00 per person

Menu C

Selection of Freshly prepared sandwiches
Selection of freshly baked baguettes
Sausage Rolls
Chicken Satay Sticks
Mini Croc Monsieur
Mini Cottage Pies
Tea and freshly ground Coffee
£8.95 per person

Menu D

Selection of Freshly Baked Baguettes
Selection of Potato Skins –
Pulled pork, pit beef, chilli & sour cream, crisp onions & roast veg
BBQ Chicken drumsticks
Chicken Satay Sticks
Corned Beef & Caramelised Onion Sausage Rolls
Mini Smoked Salmon Bagels
Mini Quiche Assortment (V)
Vegetable Pakora (V)
Tea & Coffee
£13.50 per person

Menu E

Selection of Potato Skins –
Pulled pork, pit beef, chilli & sour cream, crisp onions & roast veg
Corned Beef & Caramelised Onion Sausage Rolls
BBQ Chicken Drumsticks
Mini Smoked Salmon Bagels
BBQ Chicken Wings
Selection of Canapes
Mini Slider Burgers –
(Beef, Pulled Pork, BBQ Pit Beef or chicken)
Mini Peppered Steak Pie

Profiteroles with pouring cream
Chef's Cheesecake
£15.00 per person

TERMS AND CONDITIONS

- 1 Should you have to cancel your booking a charge may be made equivalent to any loss suffered by the hotel – cancellation charges will be calculated as a % of the total booking value according to the following notice period given:
25% if cancelled 12-16 weeks prior to event
50% if cancelled 6-12 weeks prior to event
75% if cancelled 1-6 weeks prior to event
90% if cancelled less than one week prior to event
If the client gives less than 7 days notice of a lesser number of guests attending than that previously notified by the client, then the hotel reserves the right to charge the client the full per head charge for each guest not attending.
- 2 All cancellations must be confirmed in writing to the hotel.
- 3 Numbers to be charged.
Provisional numbers will be asked for at the time of booking and the hotel reserves the right to set a minimum number to be charged for the event.
- 4 Reduction in numbers of delegates.
There will be no charge for reduction in numbers attending in the following circumstances:
All changes are notified prior to the time scales set out in paragraph 1 and do not result in a number less than any agreed minimum number if applicable.
Any cancellations after final numbers are agreed will be charged at 90% of the agreed individual rate unless minimum number charge is applicable.
- 5 Credit references are required for all customers requiring credit facilities but does not guarantee credit being granted.
- 6 Unless credit facilities have been agreed, payment in full must be made 10 days prior to the date of the event. Any late incidental charges should be settled on departure.
- 7 Cancellation by the hotel.
The hotel may cancel the booking.
 - A If the hotel or any part of it is closed due to fire, dispute with employees, alteration, and decoration or by order of public authority
 - b If the customer becomes insolvent or enters into liquidation or receivership.
 - C If the customer is more than 32 days in arrears with payment to the hotel for previously supplied services.
 - D If it might prejudice the reputation of the hotel.
- 8 The outstanding balance of the account is payable by the customer on completion of the function. The customer is responsible for checking and settlement of all accounts.
- 9 The customer assures responsibility for any damage caused by him or any of his guests, whether in rooms reserved or in any part of the hotel.
- 10 The hotel reserves the right to change agreed conference rooms with appropriate discussion if numbers do not materialise.
- 11 Affixing signs, displays and posters to walls may only be carried out with authorisation of the hotel.
- 12 The hotel name, logo and telephone number cannot be used in any advertising or publicity without the consent of the General Manager.