

## Best Western Inverness Palace Hotel & Spa

### 7 Reasons you will enjoy your meeting or event at the Palace ...



**1. Location** - Situated right in the heart of Inverness city centre, the Best Western Palace Hotel sits on the banks of the River Ness, directly opposite Inverness Castle. All amenities are just a few minutes walk away. So whether your delegates are arriving by train, car or even walking it is an ideal central location which is easy to find and run an event from.



**2. Style** - The Best Western Palace Hotel and Spa was built in the 1890's as a splendid house sitting on the banks of the River Ness. The Palace offers you a Highland hotel with the original grandeur and period features with contemporary styling. In total there are 88 bedrooms, and the 5 star leisure club. The lounge areas and conference rooms have been given a modern and stylish makeover to make you comfortable whilst working away from home.



**3. Great Food** - Some say it is the most important part of the conference experience for delegates. At the Best Western Palace Hotel and Spa you can enjoy a choice of delicious Scottish produce cooked and prepared into a range of mouth watering dishes. You will also find little treats to keep your delegates awake in that "sleepy time" - the after lunch session. You will find enclosed a selection of menu's for you to choose from but nothing is written in stone so if you want to change something let your conference organiser know.

**4. Free Car Parking** - for smaller meetings and occasions there is Free Car parking at the Hotel. For larger events you can also enjoy free car parking close to the hotel.



**5. Starbucks® - We Proudly Brew Starbucks® Coffee** – relax and unwind with a Caramel Macchiato or a Café Latte before, after or during your meeting! Delicious Starbucks® Coffee with a selection of cakes and cookies!!

**6. Technology at your fingertips** - The hotel's meeting facilities include 2 stylish meeting rooms with freshly up-dated décor offering **FREE Wifi Internet** access across the Hotel for guests and meeting customers.

**7. Relax by the Pool** - in the 84 degree warmth just like Florida you can really relax after work when you stay at the Inverness Palace Hotel & Spa.

### 3 Easy Ways to book your Meeting now:

- Call your meeting organiser on 01463 22 77 80
- Email [sales.palace@miltonhotels.com](mailto:sales.palace@miltonhotels.com)
- Fax us on 01463 236 865.

## **Meetings or Occasions**

### **You can choose the room that suits you best...**

**A**t the Best Western Palace Hotel and Spa you can choose from 3 different sized meeting rooms. Your event is important, whether it is a meeting for 10, a conference for 50 or a week long residential conference. Organising your event takes time and a lot of care. Your time is precious, so you need a hotel that can provide answers to your questions.

With more than 45 years experience arranging over 10,000 events, the Best Western Palace Hotel & Spa has learned the importance of a friendly welcome and how to continually improve to make sure you get the service you need.

The meeting rooms are fully appointed with everything you need. A great deal of time and planning has gone into making sure that each room has the technology and facilities for your conferences and events. All rooms have the following features:

- **FREE WIFI Internet** Access
- A stock of Stationery, note pads and pens
- & Direct Dial Telephones
- Natural Daylight
- Tasteful and subtle décor
- Air Conditioning
- Ergonomic Delegate chairs

#### **The Castle Room**

A well proportioned square room, with fantastic ceiling height and a bay window providing an impressive view of the River Ness and Inverness Castle. This room is ideal for meetings, private lunches, dinners or special occasions

#### **The Ness Suite**

A stylish and modern room with all the requirements for the perfect brainstorming session! With natural day light and air-conditioning your delegates will be alert and comfortable. Ideal for all types of meetings.

#### **The Sovereigns Restaurant**

The Restaurant also offers the splendid views over the River Ness. It is the largest room for meetings or lunches and can accommodate up to 100 people in the theatre lay-out.

#### **Syndicate Rooms**

Syndicate & Breakout Rooms are available from £82.90 to £149.90 per room per day.

## Your 3 Delegate Packages to choose from

1. **Best Western Day Delegate Package** - includes all the following details listed below. The advantage of selecting the Best Western Day delegate package is that you know exactly what is included in the package without the worry of the extra's.

- Unlimited Tea, Coffee and Biscuits in your meeting room.
- Unlimited servings of Iced Water in your meeting room.
- Unlimited 3 different fruit available throughout your meeting
- A delicious Buffet lunch with at least one hot dish – unless you request an alternative.
- Meeting stationery pack placed away from main conference table to meet Best Western Meeting standards in line with environmental policy.
- Free meeting room hire included in delegate package from 9am – 5pm.
- Free and unlimited flip charts for your meeting.
- Free use of LCD projector for your meeting or event (including screen or wall for projection). Please pre-book this to ensure availability
- Your Meeting room will be available at least 30 minutes before start of event
- Free Wifi Internet access in your meeting room to ensure speedy internet access.
- Direct Dial Telephones
- Prices start from £34.95pp - £37.95pp for a **Meeting call 01463 22 77 80** for details or email [sales.palace@miltonhotels.com](mailto:sales.palace@miltonhotels.com). Minimum 10 Delegates.



2. **Express Delegate Package** - includes all the following details listed below. It is a lighter package but you still know exactly what is included in the package.
  - Free Room Hire of your main Meeting Room (9-5pm)
  - Mid Morning Tea, Coffee & Biscuits
  - Lunch – Homemade soup and freshly made sandwiches or 4 Choice Buffet Selection
  - Afternoon Tea, Coffee and Danish
  - Iced Water & Wrapped Mints
  - LCD Projector & Screen
  - Organisers Toolbox
  - Flipchart & Markers
  - Free WIFI Internet Access
  - Direct Dial Telephones
  - Prices start from £27.95pp - for a **Meeting call 01463 22 77 80** for more details or email [sales.palace@miltonhotels.com](mailto:sales.palace@miltonhotels.com). Minimum 10 Delegates.
3. **Your 24-Hour Delegate Package** – includes all the details outlined in the Best Western Day Delegate Package, plus a 3-course dinner, Bed & Breakfast and all the benefits below:
  - A 3-course dinner in the Sovereigns Restaurant
  - An overnight stay in a newly appointed 3\* bedroom
  - Free Leisure Club Membership while you stay to relax and unwind!
  - A delicious hot and cold 54-choice buffet breakfast
  - From £142.90 per delegate – please call for details.

\*\* You can select a 2 Course Delegate Menu for an extra £3.95pp for the Best Western Day delegate package.

## The Extras for your Meeting or Occasion ...

Organising any event small or large is rarely straight forward, there are always lots of extras to add on or consider. To help you here is a list of Extras:

**1. Private Dining** - To make your guests feel special or to create a more informal atmosphere why not upgrade to a private dining room for dinner. You will find dining, meeting, and conference rooms to fit events of any size, from business meetings to wedding receptions, or even a small celebration among your innermost circle of family and friends. Event Executive's are here to help you plan your event and ensure that everything goes exactly as planned.

**2. A Unique Opportunity to enjoy a City Centre Hotel** - When you book a 3 or 4 night conference you may want to arrange a night out of the hotel. Perhaps you would like to book dinner in a Thai restaurant or organise a Champagne reception in a stylish bar in town – don't worry we can help you with this. All you have to do is let your conference planner know what sort of budget you have and let them do the rest!

**3. Room Hire** - When you only want to hire the room, call us on 01463 22 77 80 and we will give you a proposal based on room hire only.

**5. Syndicate Rooms** - You can book as many syndicate or breakout rooms as you need for your conference or event. Just let us know your requirements and we will manage the details.

**6. Technology** - The Best Western Palace Hotel & Spa offers all Hotel Guest and Meetings **FREE WIFI access**. So please let us know your IT requirements in advance.

**7. The Little Extra's** - personalise your delegate package to suit your event or meeting. If you would like a little more choice or something that is not included in the delegate package please let us know, here is a selection of added extras;

- Tea & Coffee & Danish Pastries £4.00 pp
- Tea & Coffee & Selection of Biscuits £3.00 pp
- Tall Starbucks® Coffee & Chocolate Chip Cookie £4.10 pp
- Enjoy a Bacon Roll £4.00 pp
- Treat your guests to Tall Hot Chocolate and a Starbucks Cake £4.70 pp
- For the health conscious delegates Yoghurt and Cereal Bar £3.00 pp
- Sumptuous Continental Breakfast £10.25 pp

**8. Equipment to Hire** – here is a selection of equipment and for items not listed, please ask your conference organiser for price – equipment must be booked in advance.

LCD Projector	£60.00	Video Player	£20.00
Flipchart & Pens	£15.00	DVD Player	£20.00
Screen	£25.00	CD Player	£20.00
Television Large	£55.00	Lectern	£85.00
OHP & Screen	£50.00	Audio & Microphone	£155.00

## Best Western Inverness Palace Hotel & Spa

### Buffet Selection:

- Hot filled Paninis with various fillings
- King Prawn Kebabs
- Mediterranean Brushetta Selection
- Classic Canapé Selection
- Cheddar Cheese and Onion Flutes (v)
- Haggis Tarts
- Oven Fresh Crollins Selection
- Traditional Sausage Rolls
- Freshly made Scotch Eggs
- Asst Vol Au Vents (v)
- Southern Fried Chicken Bites
- Chefs Selection Pate with Oatcakes
- A Selection of Traditional Sandwiches
- Nachos with Salsa and Guacamole (v)
- Vegetable Spring Rolls
- Exotic Mixed Leave Salad
- Baby New Potatoes
- Crisp Coleslaw

### Hot Dishes – one choice from items below:

- Oven Baked Macaroni Cheese (v)
- Homemade Chicken & Leak Pie
- Homemade Steak Pie
- Fish of the Day
- Baked Potatoes with a Selection of Fillings

### Hot Dishes – one choice from items below:

- Chefs daily selection of fresh vegetables & potatoes to accompany your hot dish.
- Plain Rice

### Hot Alternative

- Selection of Cold Meats served with Salad and Baby Potatoes

### Sweets


- Chocolate Profiteroles
- Strawberry Dairy Cream Cheese Cake
- Low Fat Yogurts served chilled
- Fresh Fruit Salad
- A Selection of Petit fours
- Mini Danish Selection or Muffins
- Fruit Basket

### Options:

- **Best Western Palace Hotel Day Delegate Package:** choice of any 6 items from Buffet Selection, or 4 Buffet Selections plus 1 Hot Dishes or Dessert
- **Express Day Delegate Package:** choice of 4 items from Buffet Selection or Homemade Soup of the Day with Chef's selection of freshly made seasonal sandwiches.
- **For Room Hire Meetings:** 4 Choice Buffet Selection £10.25pp, 6 Choice Selection including Hot Dishes £13.25pp or 8 Choice Selection £16.95pp.
- Soup and Open Sandwiches £9.95pp.
- All followed by Tea & Coffee.

## Best Western Inverness Palace Hotel & Spa

### Day Delegate - 2 Course Lunch

Menu A	Menu B
A galette of trawler prawns bound with marinara sauce on a small leaf salad  Fresh Homemade Soup of the Day	Homemade chicken liver pate enriched with brandy and fresh cream with toasted brushetta  Fresh Homemade Chef's Soup of the Day
	
Braised Beef and Root Vegetable Casserole with Dough Balls served with Seasonal Vegetables & Baby Potatoes	House Marinated Char grilled Piri-Piri Chicken served with Fresh Salad Garnish & Fries
Homemade Chicken and Leek Pie Served with Seasonal Vegetable & Baby Potatoes	Roasted loin of pork with heather honey glaze complimented with gravy and bramby apple and thyme sauce
	
Apple and cinnamon dairy cream flan  Strawberry cheesecake	Fresh fruit salad with crème fraiche  Sticky Toffee Pudding
	
Freshly Brewed Tea and Coffee	Freshly Brewed Tea and Coffee

Your 2 Course Menu please choose either a starter and a main course or a main course and a sweet for your delegate. This has a £3.95pp supplement on the Best Western Day Delegate Package or £6.95pp supplement for Express Day Delegate. Above menu price £15.25.

## Best Western Inverness Palace Hotel & Spa

### Suggested Occasions Menu

Sweet Melon and Raspberry Fruit Cup  
with crème fraiche and mango coulis

Highland Game Terrine with Red Onion Chutney  
and soft leaves

Fresh Homemade Chef's Soup of the Day



Supreme of Chicken Breast served over award winning Haggis with a peppercorn cream

Steamed fillet of Orkney Salmon napped with a Tomato and Tarragon cream sauce

Sautéed porcini mushrooms tossed in garlic butter with linguini pasta finished with a  
pine nut and basil pesto with shavings of fresh peccorino cheese (V)



Chocolate Fondant Gateau with Chocolate chip ice cream

Warm Poached Pear with Chocolate Sauce  
and vanilla pod ice cream

Fresh Fruit Salad with Crème Fraiche



Freshly brewed tea and coffee with mints

*Menu Price - £25.95 per person*

## Best Western Inverness Palace Hotel & Spa

### Suggested Occasions Menu

Timbale of Crayfish bound in a lemon and dill mayonnaise over soft salad leaves  
Creamed Wild Mushrooms in a Tarragon cream presented in an oven fresh Bouchee  
dusted with paprika (V)

Fresh Chef's homemade soup of the day



Crisp Grilled Fillet of Sea bass nestled over Wilted Spinach leaves with a tomato and  
coriander salsa

Braised Shank of Lamb in a red wine jus over Gremolata creamed potatoes scented with  
fresh rosemary

Sweet Pepper, Mushroom and Cashew nut Stroganoff with aromatic rice



Sticky Toffee and Walnut pudding with  
fresh vanilla pod egg custard

Individual Chocolate and Amaretto pudding with crème fraiche

Fresh fruit salad with Chantilly cream



Freshly brewed tea and coffee with mints

*Menu Price - £27.95 per person*