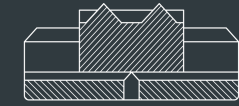


Metropole Hotel
VENUE & SPA

MEETINGS AND EVENTS



Metropole Hotel
VENUE & SPA

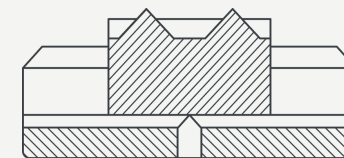
At The Metropole Hotel we have unrivalled experience and facilities, making us the first choice for Conferences in Mid Wales.

This, coupled with a professional management team allows us to successfully stage many different events from conferences to weddings to banquets to fashion shows.

The Metropole Hotel & Spa
Temple Street
Llandrindod Wells
LD1 5DY
t. 01597 823700
www.metropole.co.uk

Your event with us,

When it comes to conference facilities in Mid Wales, The Metropole Hotel & Spa is the number one choice, with spaces suitable for all types of meetings, business gatherings and events. The Metropole is the perfect venue for business meetings and conferences, and can host small meetings for six people as easily as a large conference of 220. There are 12 separate function rooms available and our variety of room size allows almost any configuration of seating.



Event Enquiry

Send us an email to discuss your enquiry. Please include; the event details, how many people the event is for, what dates you had in mind and what catering options you'd be interested in and we can send you a quote.

Event Booking

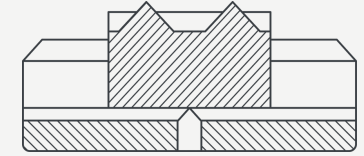
Once we've ironed out the details, we will book the event in for you & send a contract for confirmation. You can request a site visit at the hotel and one of our Events Team will greet you and show you around our function spaces.

Pre-Event Planning

In the lead up to your event, we will remain in contact with you in case any numbers or requests alter. We require final numbers and any special dietary requirements two weeks before your event to ensure we can cater for this.

On the Day

The day has finally arrived. Our Duty Manager will be on hand throughout your event if you need assistance on the day. Any overnight guests can be checked in and taken care of at our reception desk. We will contact you for event feedback post-event.



Delegate Packages

Please find our delegate packages below. All packages can be modified and tailored to suit the needs of your event. For more information and assistance in planning and delivering your event, please contact salesmanager@metropole.co.uk

Sandwich Lunch

Minimum 9 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

Sandwich Luncheon

Assorted sandwiches, wraps, crudities, fries, fruit bowl & tea/coffees

Afternoon Tea/Coffee

Served with Welsh cakes

Finger Buffet

Minimum 30 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

Finger Buffet Luncheon

Please email us for an example of the finger buffet menu

Afternoon Tea/Coffee

Served with Welsh cakes

Hot Buffet

Minimum 20 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

2 Course Hot Buffet

3 hot meal options; meat/fish/vegetarian (email for example menu)

Afternoon Tea/Coffee

Served with Welsh cakes

Hot & Cold Buffet

Minimum 50 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

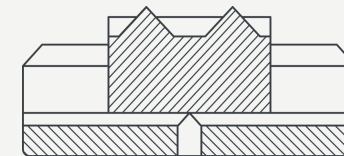
2 Course Hot/Cold Buffet

Please email us for an example of our hot/cold buffet menu

Afternoon Tea/Coffee

Served with Welsh cakes

Delegate Packages



Please find our delegate packages below. All packages can be modified and tailored to suit the needs of your event. For more information and assistance in planning and delivering your event, please contact salesmanager@metropole.co.uk

Jacket Potato Buffet

Minimum 9 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

Jacket Potato Luncheon

Jacket potato served in your conference area with

Chef's choice of fillings

Afternoon Tea/Coffee

Served with welsh cakes

Room Hire Only

Minimum 6 delegates

Room Hire

All day

Morning Tea/Coffee

Served with biscuits

Afternoon Tea/Coffee

Served with Welsh cakes

The Boardroom

Maximum of 8 delegates

Our Boardroom is available to rent by the hour and is suitable for a maximum of 8 delegates. Please email our team directly for information on pricing.

Breakout Rooms

Booked in addition to DDR

Breakout rooms are available to book (subject to availability). Please email our team directly for information on pricing.

Event add-ons,



Here at the Metropole Hotel and Spa, we pride ourselves on the finishing touches. Get in contact with us regarding optional extras for your event; from welcoming drinks, additional catering or audio-visual equipment to project your conference to a higher level. Listed below are frequently requested add-ons, but do get in touch with your ideas and we can help source the perfect finishing touches. Email us for more information on Hybrid Events or Team Building Events.

Audio Visual Equipment

All AV equipment can be rented in addition to your day delegate package. We have; TVs, projectors and screens, flipcharts and PA systems. We also have contacts for third-party AV rental if you are looking for a more substantial setup for your event.

Catering Add-ons

Fresh Pastries
Breakfast Sandwiches
Granola Bowl Bar
Welsh Baked Goods
Sharing Fruit Platters
Fresh Fruit Juices
Soft Drink Bar

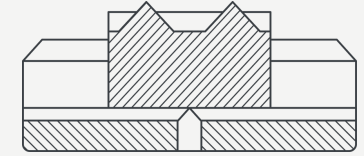
Event Design

Staging
Lectern
Top Table
Cake Table
Chair Covers
Dance Floor

Team Building

We work with a third party company who can offer team building activities internal and external to the hotel. Email us for more information.

Discover our function rooms,



Ballroom & Powys Suite

The Powys Suite, comprised of the Ballroom and Powys room can be separate or linked together. This is ideal for an exhibitor and network area, linking to the presentation area.

Wedgewood & Wedgewood Conservatory

These rooms can be used as two smaller function rooms or can be linked together to form a delightful reception area overlooking the hotel rear patio & private dining area.

The Boardroom

Our boardroom still holds historic character with its original wood panelled walls overlooking Temple Gardens. The Boardroom is suitable for up to 8 delegates and is £16.00+VAT an hour.

David Spencer Suite

The David Spencer Suite features the latest in audio visual technology, with soundproof bespoke sliding walls. This room can be split into three. The suite also links to a private lounge area with a bar.

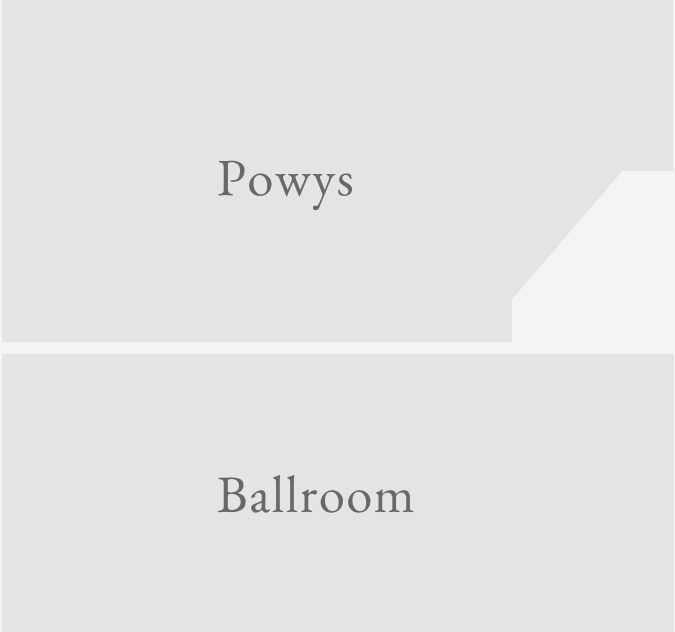
Garden Suite

The Garden Suite can be split into two rooms. Each split room has a different contrast, from a blackout presentation area to bright natural lighting with doors leading to a secluded patio.

Usk

The Usk is a small and bright meeting room in a quiet part of the hotel. In same location as Garden Suite, therefore ideal for an additional workshop room.

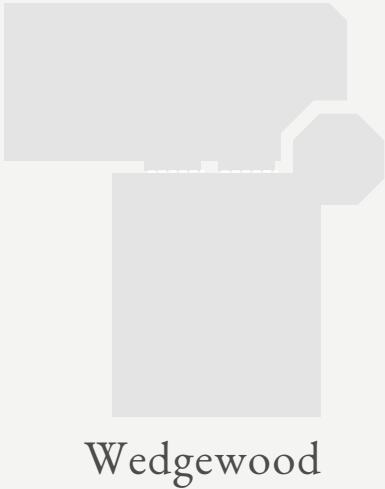
Powys Suite



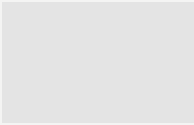
Garden Suite



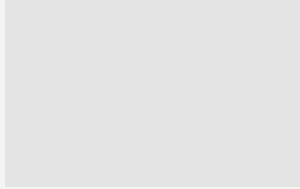
Wedgewood Conservatory



Boardroom



Usk



David Spencer Suite





Powys



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	89	190-220	70	143

Please note max capacity may alter based on requested event set-up



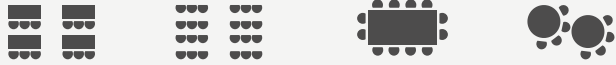
Ballroom



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	80	120	70	110

Please note max capacity may alter based on requested event set-up

David Spencer Suite

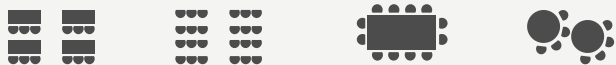


SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	113	227	70	130

Please note max capacity may alter based on requested event set-up.



David Spencer Suite



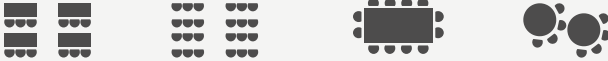
SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
DSS (1-2)	74	130	62	80
DSS 1	44	70	36	40
DSS 2	26	38	32	30
DSS 3	35	70	40	45

All capacities above are based on the segments the David Spencer Suite can be split into.





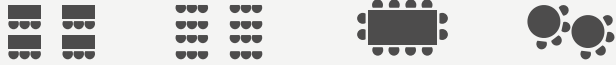
The Garden Suite



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	60	80-100	40	60

Please note max capacity may alter based on requested event set-up

Wedgewood

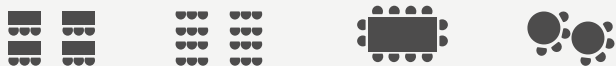


SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	26	45	25	30

Please note max capacity may alter based on requested event set-up



Wedgewood Conservatory



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	20	40	22	24

Please note max capacity may alter based on requested event set-up





Usk



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	27	59	30	30

Please note max capacity may alter based on requested event set-up



Boardroom



SET-UP	CLASSROOM	THEATRE	BOARD ROOM	CABARET
CAPACITY	N/A	N/A	8	N/A

Please note max capacity may alter based on requested event set-up

A perfect combination,



Accommodation

The hotel has 109 en-suite bedrooms, all attractively furnished in an individual style and providing all the modern amenities expected by today's residential delegates. For corporate guests attending an event, we will provide a discounted rate.

The Rock Spa

Our 18 meter pool, heated to 29.5°C fully equipped gym and thermal suites provide the ultimate Spa experience and is available free of charge to all of our residential delegates. The spa offers a wide range of Holistic therapy treatments that can be pre-booked.

Dining

We are fortunate enough to have superb fresh ingredients available locally making dining at the Metropole simply divine. Our mouth watering catering offers a wide range of choices - from full Welsh Breakfast to finger buffets to hot and cold buffets and table d'hote menus.

Parking

We have a large car park which can accommodate 150 cars with CCTV cameras and we are always happy to organise security should this be required. We have 3 EV points. The car park is free to use for all residents of the hotel.

Bars

Spencer's Bar and Brassiere provide a relaxing and contemporary setting for guests to meet and network during or prior to an event. We also have private bars in both the Powys Suite and DSS.

				
POWYS SUITE	335m ²	✓		✓
POWYS	178m ²	✓		✓
BALLROOM	157m ²	✓		✓
GARDEN SUITE	112m ²		✓	✓
WEDGEWOOD	42m ²			✓
WEDGEWOOD CON	42m ²	✓		✓
BOARDROOM	19m ²			
USK	46m ²			✓
DAVID SPENCER SUITE	233m ²	✓	✓	✓



DIMENSIONS

AIRCON

HEARING LOOPS

DISABLED
ACCESS

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