

Corporate Garden

National Botanic Garden of Wales



Corporate • Private • Promotional Events

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National Botanic
Garden of Wales
Gardd Fotaneg
Genedlaethol Cymru

National Botanic Garden of Wales

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Dear Client,

Thank you for your recent enquiry regarding our corporate facilities. I am delighted that you are considering the National Botanic Garden of Wales as a potential venue and have great pleasure in enclosing a Corporate Brochure for your information.

Our facilities are situated in the memorable location of the National Botanic Garden of Wales and will certainly contribute to a successful occasion. At the Botanic Garden we aim to provide an individual service to cater for a wide range of needs. We have an excellent team and a dedicated Functions Coordinator to liaise with clients and meet their needs personally.

The National Botanic Garden of Wales is conveniently situated near Carmarthen on the A48 from Cross Hands to Carmarthen, minutes from the M4.

I hope that the enclosed details will help you in the planning of your event or occasion and that you will find out more about the exceptional services and facilities that we can offer.

Please do not hesitate to contact me should you require any further information, have any specific requests, or wish to make a provisional booking.

Yours sincerely,

Cellan Williams
Head of Corporate & Commercial Services.

For bookings or enquiries -

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A Prime Location for Business and Pleasure



Are you looking to host a corporate away day at an iconic location to stage a hospitality event that will wow your clients? The National Botanic Garden of Wales offers a solution for your business needs.



Set in 568 acres of historically important parkland, the Garden boasts Lord Norman Foster's stunning Great Glasshouse, a 21st century landmark in Wales and home to some of the rarest plants from around the world. These ideal surroundings make any corporate hospitality event memorable.



Facilities

Principality House

Principality House has five splendid conference rooms ranging in size from a cosy boardroom for eight, up to theatre style for 100 delegates. All rooms have natural daylight, wheelchair access, projector screens, multimedia equipment and wireless WiFi.

A superb venue, suited best for:

- ❖ Conferences
- ❖ Board Meetings
- ❖ Training Days
- ❖ Seminars
- ❖ Product Launches
- ❖ Presentations
- ❖ Demonstrations
- ❖ Exhibitions



The Paxton Room

A large meeting room situated on the first floor of the conference centre. There is lift access to the first floor along with toilets both upstairs and down.

The Grier Room

Grier is a delightful corner room with windows on two sides. There is a fixed screen. A very popular meeting room.

The Tywi Room

Also on the ground floor, Tywi is popular as a breakout room

The Abadam Room

Abadam is situated downstairs and at the rear of the building, overlooking the pretty walled garden.

The ICT suite

The ICT Suite is an excellent training facility with 14 Windows 7 PC's and additional work space. The PC's are equipped with Office 2010 and full internet access. This room may also be used for small meetings or as a breakout room.

Room Capacity Layouts

Venue	Theatre	Open Board	Cabaret
Paxton Room	100	30	64
Grier Room	40	24	20
Tywi Room	30	16	16
Abadam Room	30	18	16



Theatr Botanica

An intimate theatre room capable of seating 55 to 70

A unique and extraordinary venue, suited best for:

- ❖ Presentations
- ❖ Video Conferencing
- ❖ Productions
- ❖ Performances
- ❖ Product Launches
- ❖ Demonstrations
- ❖ Exhibitions



The Marquee

The sumptuous Marquee is situated to the rear of the main Seasons Restaurant. It has a private outside terrace and is available for a wide variety of functions and can accommodate up to 150 in a dining capacity or 180 theatre style.

The Marquee is best suited for:

- ❖ Conferences
- ❖ Corporate Dining
- ❖ Product Launches
- ❖ Presentations
- ❖ Award Ceremonies
- ❖ Wedding Receptions
- ❖ Christenings



The Mezzanine

The Mezzanine is situated upstairs from the restaurant. It comprises of a balcony area and an adjoining room. The room can accommodate up to 25 in a boardroom style and 18 cabaret. The balcony is useful as a breakout area or for serving refreshments.



The Great Glasshouse

This stunning venue can be used for a variety of different events including weddings and launches. In a theatre style it can accommodate up to 150 people for musical performances and theatre productions and 100 for drinks receptions

The Great Glasshouse, an unforgettable venue, best suited to:

- ❖ Drinks Receptions
- ❖ Evening Events
- ❖ Presentations
- ❖ Award Ceremonies
- ❖ Wedding Ceremonies



The Gallery

The quiet tranquillity of the Gallery makes for an ideal location for intimate events such as weddings, birthday celebrations or exclusive corporate dining. It happily accommodates 40 in a dining capacity. The displays of artwork add to the pleasant atmosphere and encourage relaxation and conversation.

A serene venue, ideal for:

- ❖ Private Dining
- ❖ Drinks Receptions
- ❖ Wedding Ceremonies
- ❖ Demonstrations
- ❖ Exhibitions
- ❖ Presentations
- ❖ Award Ceremonies

Millennium Square

A purpose built Arena for outdoor productions including music and theatre, beautifully located, near the main courtyard, restaurant and conveniences. Separate housing facilities for props and or musical equipment, a large area to accommodate a maximum of 1000 people.

A delightful venue, best suited for:

- ❖ Evening and Weekend Events
- ❖ Outdoor Productions
- ❖ Performances
- ❖ Product Launches
- ❖ Demonstrations
- ❖ Exhibitions



Equipment/Services

General Information

All facilities have disabled access apart from The Mezzanine. There is a lift in Principality House Conference Centre.

All conference facilities are available during the day or in the evening. Seating within the rooms can be tailored to your particular need.

Equipment (subject to availability)

Projector & Screen	Complimentary
Flip Chart & Pens	Complimentary
Laptop	Complimentary
PA system with microphone	Complimentary
LCD TV Screen	Complimentary
Car Parking (for up to 103 cars + overflow)	Free

New Day Delegate Package Rate of £14.50

A day delegate package allows for easy calculation on expenditure for your event. Each day delegate pack includes the following:

- ❖ Room Hire for the day, includes all bookable spaces
- ❖ Table Water
- ❖ Refreshment breaks: arrival, mid morning & mid afternoon including cakes or biscuits & speciality teas
- ❖ Buffet Lunch - Finger Buffet, juice & water/tea & coffee.
- ❖ Equipment such as a laptop & projector

If you choose a Day Delegate Rate, then the minimum number of 10 delegates must apply.

All prices are exclusive of VAT



Room Hire

	Day Rate
Paxton Large Seminar Room 60-100 people	£200
Grier Medium Seminar Room 30-40 people	£100
Abadam Small Seminar Room 12-24 people	£85
ICT Room Small Seminar Room 10-12 people	£100
Tywi Room Small venue 8-10 people	£50
The Mezzanine Medium Seminar Room 15-25 people	£85
Theatr Botanica Theatre venue for up to 55 people	£125
The Marquee Excellent venue for up to 180 people	£500
The Gallery Medium venue 20-60 people	£250
Millennium Square Large outdoor venue 20-300 people	£250
Great Glasshouse	POA

Please see room descriptions for layout and capacity details. Half day rates available, please phone or email for details

All prices are exclusive of VAT



Catering

Refreshment Breaks

Tea/Coffee Bara Brith	£1.75 per person
Tea/Coffee Welshcakes or Biscuits	£1.75 per person

Drinks

Tea/Coffee	£1.20 per serving
Orange Juice	£0.50 per glass
Apple Juice	£0.50 per glass
Mineral Water	£2.12 per 75cl

Morning Break

Includes:

Selection of teas
Fair Trade coffee
Chilled fruit juice
Selection of Danish Pastries

or

Selection of teas
Fair Trade coffee
Chilled fruit juice
Bacon or Sausage baps

£4.00 per head

Seasons Restaurant

20 Delegates or less

Delegates to choose from the Restaurant Menu
Drinks, Sandwiches/Paninis, Cakes and Hot Counter
All areas will be fully stocked knowing numbers and timings
Tokens issued to delegates and redeemed at restaurant counter

£10.00 per person at the Restaurant but invoiced.

All prices are exclusive of VAT



Menus



Standard Finger Buffet 1

Sandwich Selection
(Gluten Free available by pre-order)
Marinated Chicken Skewers (GF/DF)
Roasted Vegetable Kebabs (Vgn/GF)
Dirty Cheese Wedges (V/GF)
Open Scones with Strawberry Preserve
And Freshly Whipped Cream

£7.95 per person

Finger Buffet 2

(20-50 Delegates)

A selection of Homemade Sandwiches
(Gluten Free available by pre-order)
Mini Chicken, Bacon and Leek Pies
Kentucky Style Chicken Goujons (GF/DF)
Homemade Cod Bites with Tartar Sauce (V/DF)
Golden Crumb Garlic Breaded
Mushrooms (Vgn/GF)
Tempura Vegetables with sweet dipping chilli
sauce (Vgn)

Followed by
A Mini Dessert Selection

£10.95 per person



All prices are exclusive of VAT





Breakfast Menu

(Minimum of 15 people)

Available 8.00-10.00

Sausage, Bacon
Free range Eggs
Tomatoes, Mushrooms
and Beans
Toast & Marmalade or Jam

Or

Continental Breakfast of
Croissants, Fresh Fruit,
Local Cheese & Meat platters,
Local Yogurt

Both served with
Fairtrade Tea, Coffee & Juice

£8.50 per person



All prices are exclusive of VAT



Cold Fork Buffet

(40 Delegates and above)

Choose 2 Entrees and 4 Side Dishes from –

Entrees

Carved Ham (GF/DF)
Carved Beef (GF/DF)
Dressed Salmon (GF/DF)
Dressed Chicken (GF/DF) T
Smoked Salmon Tartlet
Feta and Sun-dried Tomato Tartlet (V)
Course Chicken Liver Pate
Cheese and Red Onion Frittata (V)

Side Dishes

Country Coleslaw (GF/V)
Sweet Chilli Slaw (GF/VGN)
Sweet and Sour Beetroot (GF/VGN)
Tomato and Mozzarella (GF/V)
Mixed Leaf Salad (GF/VGN)
Potato Salad (GF/V)
Asian Rice Salad (GF/VGN)
Moroccan Cous-Cous (Vgn)
Pickle Selection (GF/Vgn)

£13.75 per person

Add to your buffet a selection of desserts for £2.50 per person.

All prices are exclusive of VAT

Hot Fork Buffet

(40 Delegates and above)

Choose 2 Entrees and 4 Side Dishes from –

Entrees

Beef Bourguignon (GF/DF)
Beef Madras (GF/DF)
Crispy Belly Pork (GF/DF)
Pork Escalopes (DF)
Sweet and Sour Pork (DF/GF)
Garlic Mushroom stuffed Breast of
Chicken in a Garlic and Chive Sauce (GF)
Kentucky Chicken Wraps
Mediterranean Pasta Bake
Cous Cous filled Peppers (DF)
Oven Baked Macaroni Cheese

Side Dishes

Chow Mein Noodles (V)
Garlic and Italian Herb Roasties (GF/VGN)
Broccoli and Cauliflower Cheese Bake (V)
Mushroom Fried Rice (GF/Vgn)
Homemade Onion Bhajjis (Vgn)
Rosemary Roasted Mediterranean
Vegetables (GF/Vgn)
Mixed Vegetable Selection (GF/Vgn)
Buttered New Potatoes (GF/V)

£15.00 per person

Add to your buffet a selection of desserts for £2.50 per person.

All prices are exclusive of VAT





There are a host of other facilities, too, that truly create an “away from the office” feel that frees you up to concentrate on the business of the day. And if your schedule allows for any downtime, there are always opportunities to take in a stroll and enjoy the grounds, and, as part of any programme, the Garden is always happy to provide a staff member to give a guided tour or talk free of charge.

