

“

May I just say a big thank you for all your help over the 2 days we were at your hotel. The conference facilities were great and the buffet and restaurant food were fantastic. We all enjoyed our stay and would definitely return next time we visit our Fort William Mill

”

Emma Parkinson; BSW Sawmills



The Moorings Hotel
Banavie Fort William
PH33 7LY
Scotland
Tel **01397 772797**
reservations@moorings-fortwilliam.co.uk
www.moorings-fortwilliam.co.uk



THE MOORINGS
HOTEL



Conferences, Events, Functions & Banqueting

‘exceeding all your expectations’

The Moorings Hotel Facilities

Facilities available include

- Set in a quiet and tranquil location, off the main road
- Complimentary Still & Sparkling Water, Selection of Cordials & Mints on request
- LCD Projector, Screen, Cordless Mic & Speaker, Flipchart, Paper & Pens
- Range of Working Lunch & Homebaking Options
- Ample Free Car Parking
- Free High Speed Wireless Internet
- Half or Full Day Room Hire

Delegates staying in hotel also benefit from

- Free use of the hotels Fitness Suite
- Complimentary round of Golf at Fort William's Golf Course

The Moorings Hotel - Meeting Rooms

Caledonian Suite

The Caledonian Suite is airy, spacious and features large windows looking out on to the Hotel Gardens and the Caledonian Canal.

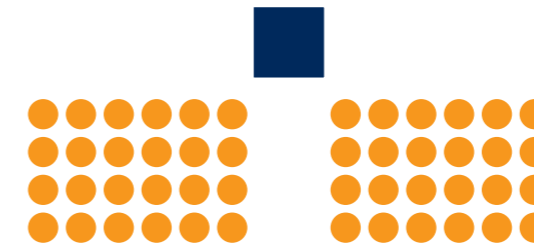
Canalside Meeting Room

The Purpose built Canalside room is very private and the perfect space for a smaller, more formal meeting, training session or conference.

Meeting Room Setup

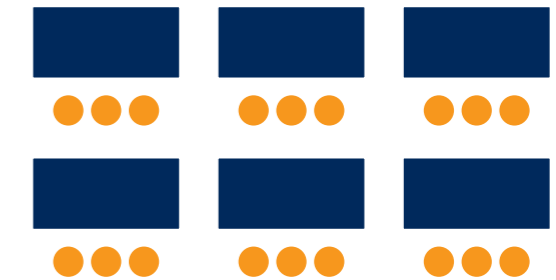
Theatre Style

Canalside (40) Caledonian (120)



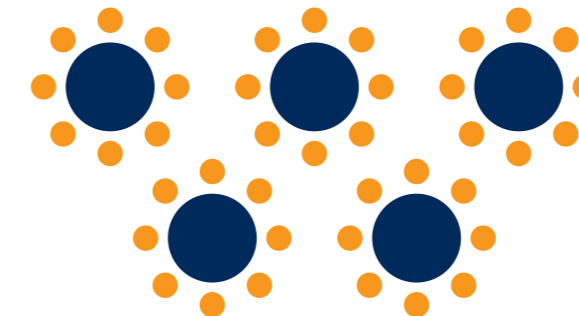
Classroom Style

Canalside (20) Caledonian (60)



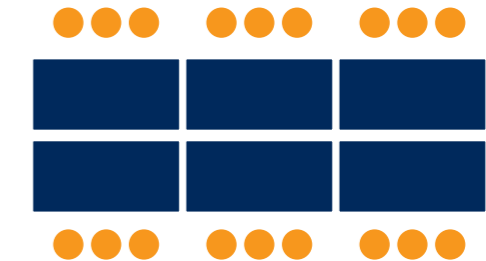
Cabaret Style

Canalside (20) Caledonian (60-80)



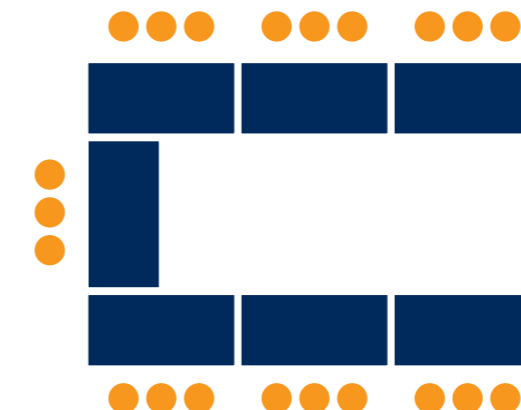
Boardroom Style

Canalside (20) Caledonian (30-40)



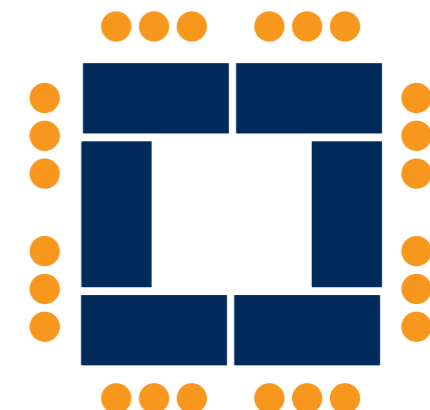
3 Sided Square Style

Canalside (15) Caledonian (24)




Hollow Square Style

Canalside (24) Caledonian (30-40)



Canalside Meeting Room

Capacity of delegates for each setup

 Theatre	40 pax
 Classroom	20 pax
 Cabaret	20 pax
 Boardroom	20 pax
 3 Sided Square	15 pax
 Hollow Square	24 pax

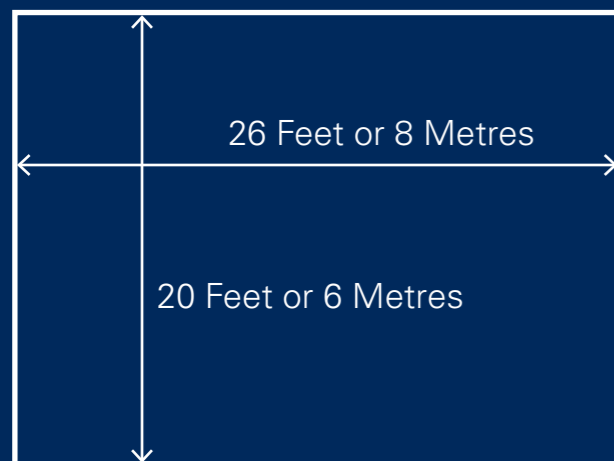
This room has a ceiling projector & screen with connectivity for laptops and wifi.

(The above numbers are a guideline and depend on the exact set up and equipment required)

Room Hire Costs







 Half Day	£70.00
 Full Day	£110.00

Room Layout & Dimensions



Caledonian Suite

Capacity of delegates for each style setup

 Theatre	120 pax
 Classroom	60 pax
 Cabaret	60 - 80 pax
 Boardroom	30 - 40 pax
 3 Sided Square	24 pax
 Hollow Square	40 pax

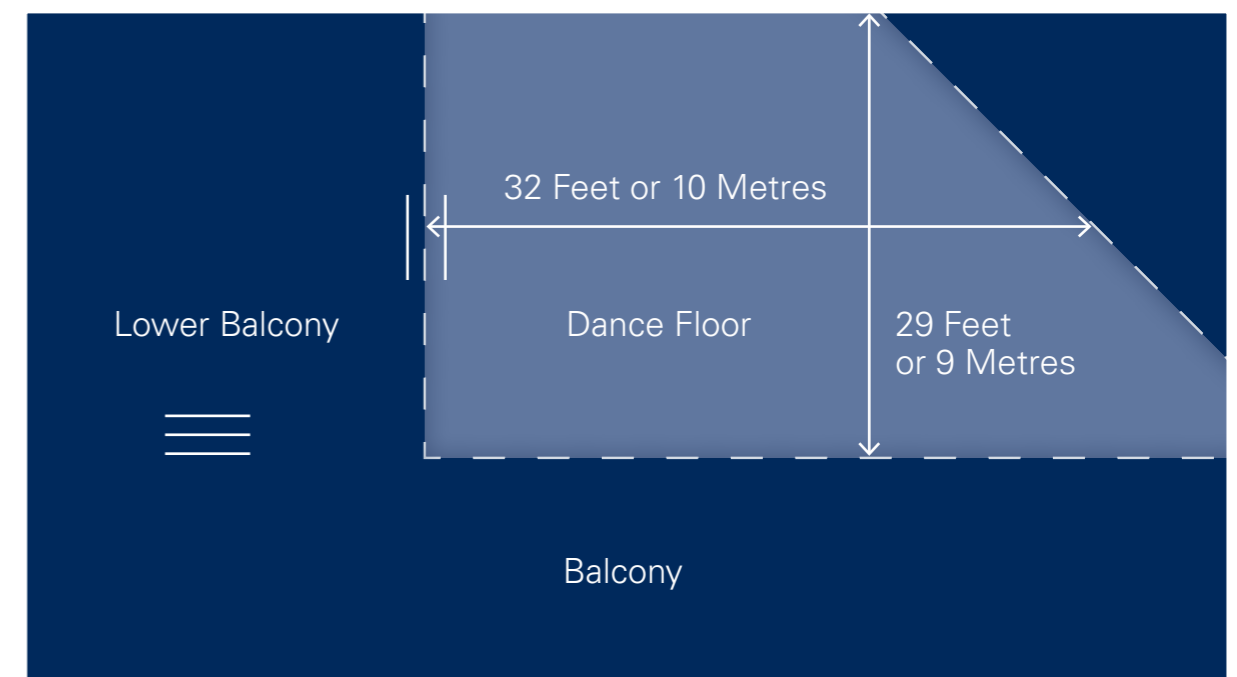
This room has portable screen & projector, cordless mic & speakers, and wifi.

(The above numbers are a guideline and depend on the exact set up and equipment required)

Room Hire Costs









 Half Day	£85.00
 Full Day	£140.00

Room Layout & Dimensions



Catering Packages & Costs

Catering Costs & Options

 Jugs of Fresh Orange Juice	£4.00
 Tea & Coffee	£1.45
 Tea, Coffee, Biscuits	£1.70
 Tea, Coffee & Shortbread	£1.80
 Bacon Rolls, Tea & Coffee	£4.45
 Cream Tea, Tea & Coffee	£3.75
 Soup & Sandwiches	£7.20
 Soup, Sandwiches, Tea & Coffee	£7.50

Conference & Meeting Menus

We can provide a range of sample menus to suit your catering requirements.

From cold finger buffets to hot fork buffets to formal 3 course lunches and evening meals.

For more information please contact our reservations team on




reservations@moorings-fortwilliam.co.uk

or call us on **01397 772797**.

Conference & Meeting Terms & Conditions

A provisional booking will be held for 7 days, after which time confirmation must be received in writing.

You will receive a confirmation of the facilities we are reserving for you and we would be grateful if you could confirm these as being correct. You should let us know as soon as possible if you need to cancel the arrangements or substantially reduce numbers.

-  A pro-forma invoice will be raised on final numbers given, a minimum of 7 days prior to the event.
-  You will then be required to pay in full, based on final numbers, 5 days prior to the event.
-  Companies whose costs will be settled on account and invoiced after the event should have a member of their team sign off the invoice at the time of the event. Please note, you must hold a credit account with Lochaber Hotels Ltd before invoicing is permitted. Payment is then 28 days after invoice.

Final numbers are required 7 days prior to the event to allow for ordering / staffing. Your final invoice will be based on these numbers.

In the event that a particular room is promised as a venue based on provisional numbers given at the time of booking, should numbers reduce or increase considerably we reserve the right to discuss with you a change of venue so that the room booked is suitable for the numbers required.

Prices quoted are subject to change and not guaranteed until your reservation is confirmed.

You accept responsibility for any damage or loss caused by you or any member for your party to the hotel or hotel equipment. Full payment for any such damage or loss must be paid to the hotel at the time of the event. Any electrical equipment, brought onto the hotel's premises must be certified safe according to PAT. standards by a qualified test provider.