



BALBIRNIE HOUSE

INTRODUCTION TO MEETINGS AT BALBIRNIE

MAKE BUSINESS A PLEASURE



2014 “Fife and Central Regions” Meeting Hotel of The Year, Scottish Hotel Awards

2013 Gold Laurel Trophy for overall Business Passion and Performance Par Excellence

Overall runner up Scottish Hotel of the Year

Past Recipient:

4 AA red stars for 15 years

Scottish Luxury Hotel of The Year, Hotel Review Scotland

Business Excellence Award, Hotel Review Scotland

Runner Up Business Hotel of The Year, Scottish Hotel Awards

SOME GENERAL INFORMATION

Balbirnie House is widely recognised as one of Scotland’s top privately owned small luxury hotels. Dating back to 1777, Balbirnie is one of Scotland’s finest grade A listed Georgian mansions. A wonderfully relaxed ambience has been created for today’s house guests to enjoy. The hotel offers 31 individually designed bedrooms and suites, 1 self contained three-bedroom apartment, elegant spacious public rooms including the original Library Bar, a choice of two restaurants - the award winning Orangery restaurant and our relaxed Balbirnie Bistro, and a range of private event rooms. The house itself is set in 416 acres of picturesque rolling parkland, with Balbirnie Park 18 hole golf course surrounding the hotel. The hotel has plenty of free parking and its own helipad.

With its peaceful atmosphere and exceptional surroundings, Balbirnie provides a unique setting for special events and incentive stays which require bespoke attention. We offer fine food, fine surroundings and above all the warmth of welcome of Scottish hospitality – that is what we endeavour to reflect along with the traditional values of hotel keeping and personal service. The hotel provides a wonderful backdrop for discussing business in an “away from it all” location, perfect for occasions which require a degree of privacy.

We offer:

- Complete Event Planning Services
- Complimentary Wi Fi in all public areas, meeting areas and guest bedrooms
- Complimentary Dolce Gusto designer coffee machines in all rooms
- Complimentary Arran Aromatic toiletries in all rooms
- Free view television channels in hotel bedrooms
- Dedicated and totally private Balbirnie Business Centre - with Boardroom, Syndicate room and refreshment area
- NEW wireless connection in the Balbirnie Business Centre for presentations
- Full range of audio visual equipment including LCD projectors, screen, plasma, conference Polycom phone
- Tailored menus for food and refreshments throughout the day, from business breakfasts to canapés, buffets and working lunches
- A choice of dining options - two restaurants and a choice of private rooms

OUR LOCATION

Ideally situated and easily accessible in the heart of Fife, Balbirnie is just some 30 minutes away from Edinburgh, St. Andrews, Perth and Dundee, and 70 minutes from the city of Glasgow. Edinburgh airport is within 30 minutes drive and the local Markinch railway station provides direct access to all main destinations. We can assist with coach, taxi or chauffeur collection. We also have our own heli-pad at Balbirnie.

OUR SPECIAL EVENTS TEAM

Our dedicated Special Events team are on hand to discuss all your requirements, including accommodation, travel, audio visual requirements, private dining, entertainment, outdoor leisure activities and sightseeing excursions.

MEETING ROOMS AT BALBIRNIE

A range of different meeting spaces can accommodate anything from small meetings to larger corporate events, conferences and product launches for up to 250 guests. *Please refer to our capacities section at the rear of this pack for details on specific layouts. Please also see our website www.balbirnie.co.uk for photos of all areas.*

THE BUSINESS CENTRE MEETING AREA

Our Balbirnie Business Centre comprises a state of the art facility, providing complete privacy for anything from team away days, to residential conferences and Board level strategy meetings.

Included within the Centre is a super boardroom facility called The Boardroom, an adjacent break-out room called The Conference Room, and a separate lobby area for refreshments.

The areas are modern in design, light and airy with direct access to the gardens, have extremely comfortable Boss boardroom chairs and solid oak tables. They also offer a superb range of in-built audio visual equipment.

THE BOARDROOM - seats up to 20 comfortably boardroom style or 40 in different layouts and has an LCD plasma screen and LCD projector, a DVD player and a surround sound audio system.

The CONFERENCE ROOM - seats up to 30 in different layouts and also has a range of equipment.

THE BALLROOM

Flooded with natural daylight (with blackout facility if required), our Ballroom seats up to 250 for a theatre-style conference presentation. The room also has an adjacent Foyer area, perfect to use as a breakout room or coffee area. There is direct access to the rear car park making it ideal for drop off/car launches etc, and has its own private garden area to the rear of The Ballroom.

THE WEST ROOM

The West Room is a lovely bright meeting room, overlooking the garden lawns. It seats up to 24 boardroom style or 50 theatre style.

THE GARDEN ROOM

Another bright room with direct access to the gardens, perfect for smaller boardroom style meetings for up to 14 delegates.

THE BALFOUR SUITE

A small and very private meeting room for up to 8.

MEETING DELEGATE RATES

For conferences involving a day meeting together with lunch and/or dinner, we have a number of different day and residential delegate packages available which can be further personalised for your own event. *All our prices are quoted inclusive of VAT and are valid until end April 2017.*

DAY MEETINGS – Day Delegate Rate from £45.00* per person

For meetings of over 6 delegates, our day delegate rate includes:

- hire of the main meeting room from 9am to 5pm
- morning coffee with shortbread, cookies or flapjacks (just let us know if you wish to add in a smoothie or fruit)
- informal finger buffet lunch or two course seated lunch with coffee in one of our restaurants
- afternoon tea with homebaking
- complimentary in-house equipment as available
- mineral water and sweeties in the meeting room

Please note any additional breakout rooms are charged in addition. Small meetings (less than 6 delegates) are charged a room hire rate plus food & beverage requirements separately. Please call us for great value rates.

RESIDENTIAL MEETINGS – 24 Hour Delegate Rate from £175.00* per person

For meetings of over 6 delegates, our 24 delegate rate includes:

- standard single accommodation with full Scottish breakfast
- hire of the main meeting room from 9am to 5pm
- morning coffee with shortbread, cookies or flapjacks (let us know if you wish to add in a smoothie or fruit)
- informal buffet lunch or two course seated lunch with coffee in one of our restaurants
- afternoon tea with homebaking
- complimentary in-house equipment as available
- mineral water and sweeties in the meeting room
- canapés, 4 course dinner with coffee & tablet

To upgrade to a deluxe double room for single occupancy, a supplement of £20.00 per person is chargeable.

**Please note these are guideline rates. Please do ask us for rates relevant to your meeting dates.*

Our website at www.balbirnie.co.uk also provides full information on our meeting facilities including room capacities and rates.

YOUR CHOICE OF PRIVATE DINING AREAS AT BALBIRNIE

We are justifiably proud of the enviable reputation we have for dining at Balbirnie. Enclosed you will find a selection of menus and wine list for your consideration. As well as these suggestions, we are always pleased to discuss individual ideas further and develop special menus for your own event. We are also happy to assist with requirements such as floral arrangements, lighting, themed events, special stationery, and other such incidental items, all of which combine to help make your event as enjoyable and successful as possible.

A LITTLE NOTE REGARDING OUR IN-HOUSE CHEF'S SPECIALITIES! Worth mentioning, our Balbirnie house specialities ~ our seasonal menus feature hot smoked fish from Balbirnie's in-house smoker, our House terrine, speciality Aberdeen Angus beef steak, and of course Balbirnie's homemade ice creams, all made here on the premises (and available to purchase for wholesale and to take home too). Simply delicious!

OUR PRIVATE DINING OPTIONS

Balbirnie has six quite different private dining areas which can accommodate anything from small private dining parties to larger events for up to 216. *Please refer to our brochure and website www.balbirnie.co.uk for pictures of these areas.*

The Orangery "Chef's Table" Room

For an experience to remember, this is a totally unique private dining room for 4-6 covers only, located directly looking into our main kitchen. Diners will be able to watch (and listen if they wish!) the kitchen brigade via a 3 metre stretch of one-way glass.

The Garden Room

Overlooking the gardens, this lovely room seats up to 20 for lunch or dinner (16 on one table, 20 on two tables) – ideal for smaller occasions which require a private room.

The West Room

Again overlooking the picturesque garden lawns, The West Room seats up to 24 on one table and 50 on round tables.

The Ballroom

The Ballroom was built as our purpose-built largest event room in 1999. It has been designed in keeping with the old house with Georgian arched windows and the room is flooded with natural daylight. This area can seat up to 216 for lunch or dinner, up to 180 for a dinner dance (with tables on the dance floor for the duration of the meal), and up to 168 guests for a dinner dance (if no tables are to be placed on the dance floor during the meal).

The Orangery

This is our main restaurant which can also be reserved for private events, accommodating up to 80 for private and corporate gatherings. The Orangery is a fabulous room to host an event, with floor to ceiling lunette windows, a glass roof ceiling and is sumptuously decorated in shades of silver, copper and chocolate. Please note that The Orangery is generally only available to book on a private basis on a Monday or Tuesday, although do let us know if you have a specific request for another day. Additionally, menus will be chosen from our banqueting selection and not from The Orangery restaurant menu.

The Bistro

The Bistro is our alternative restaurant at Balbirnie, offering a more casual dining experience with a relaxed and informal ambience in an authentic Bistro style setting. The Bistro can seat a maximum of 46 guests.

The Bistro "Pop Up Deluxe" Private Room

Our Pop-Up Bistro Deluxe Private Room seats up to 18 on 1 table, up to 30 guests on 3 round tables. Drinks can be served in the private Lobby area, with the dining room itself set in candlelit and equipped with low level contemporary mood lighting, dark copper blinds, background sound dock (bring your own tunes if you so wish).

RESTAURANT DINING

As described above, we have two quite different restaurants at Balbirnie, namely **The Orangery** which offers a more formal fine dining experience, and our **Bistro** which offers more casual dining.

In addition to hiring these areas on a private basis, we can also cater for groups and private parties within both our restaurants' day-to-day operation, if this is preferable to taking over an area privately. Please ask us for more details relating to our different menu options etc.

Our Private Dining and Group Dining Options at a Glance

In one word: Fabulous! A relaxed approach to wonderful and memorable celebrations, accompanied by simple yet delicious food, Balbirnie's laid back atmosphere, however with a real sense of occasion.

Room Name	Maximum Capacity	Maximum numbers for our different menu options	Menu Prices <i>*note a room hire fee may also apply</i>
Garden Room	16 on 1 table 20 on 2 tables	For up to 12 - full Orangery menu For 13 and over - restricted Orangery menu (with 4 options per course)	<u>Lunch Events</u> Orangery lunch menu - £28.50 for canapes, 3 courses and coffee or One set lunch menu (chosen from our private dining menu selector, priced as taken) – menus from £28.50 pp or Buffet menu from £20 pp
West Room	24 on 1 table 25-50 on round tables	For up to 12 - full Orangery menu For 13 to 24 - restricted Orangery menu (with 4 options per course) For 25 and over - restricted Orangery menu (with 4 options per course) but we would ask for a <u>full pre-order</u> <i>Or alternatively – one set menu or a buffet can be arranged in advance</i>	<u>Dinner Events</u> Orangery dinner menu - £38.50 for canapés, 4 courses and coffee or One set dinner menu (chosen from our private dining menu selector, priced as taken) – menus from £38.50 pp or Buffet menu from £36.50 pp
Orangery	36-80	For 36 and over - restricted Orangery menu (with 4 options per course) but we would ask for a <u>full pre-order</u> <i>Or alternatively – one set private dining menu or a buffet can be arranged in advance</i>	
Orangery Tasting Room	up to 6	Full choice from Orangery restaurant menu	
Ballroom	Up to 216	Set private dining menu or buffet menu	
Balbirnie Bistro and Bistro Private Room “Pop Up Bistro Deluxe”	<u>Bistro</u> Up to 46 (available for private parties over 30-35 adults) <u>“Pop Up” Bistro</u> Seats 16 on 1 table/ 30 on 3 round tables	For up to 12 guests – full Bistro menu priced as taken For 13 guests and over – restricted Bistro menu (6 options per course)- £25.50 per person, or can be priced as taken	Full Bistro menu for lunch and dinner - priced as taken <i>In addition, our set price menus:</i> Prix Fixe set lunch menu - 2 courses £9.95/3 courses £12.95 Group dinner menu - 3 courses @ £25.00 pp/ or charged as taken

**Note –prices change throughout the month of December when our festive menus are in operation*

SAMPLE DAY FOR A RESIDENTIAL MEETING ITINERARY

To give you an idea of what we can offer at Balbirnie....

Pre-Meeting

We'll have coffee with shortbread and chocolate chip cookies waiting for you and your guests. For early starts, you may wish to offer your guests a bacon roll along with their coffee. Or a healthy breakfast smoothie?

Meeting

The meeting room will include our Balbirnie pads and personalised pens, mineral water with flavoured cordials, sweeties and our in-house equipment.

Afternoon

For a working lunch, we always think that the best idea is a light and tasty "informal" buffet, to include for example – Soup of the day, chicken Caesar wraps, tempura prawns with sweet chilli dip, sandwich selection with kettle chips, goujons of sole with tartare sauce, followed by two small pots, one filled with creme brulee and the other with bananas in rum. Later that day, we'll serve afternoon homemade cakes and scones with clotted cream and jam. Alternatively, you may wish to have a seated two course plated lunch in either one of our private rooms or one of our restaurants.

Dinner

After a well deserved rest, we advise that guests meet for dinner around 7/7.30pm. We'll have an area set aside for you and your guests to enjoy pre-dinner drinks with marinated olives and salted nuts. Dinner usually comprises a 3 course menu served in one of our private rooms (or you may wish to dine in smaller tables in one of our restaurants- The Orangery or Balbirnie Bistro), followed by coffee and tablet. The following morning, guests depart after a lovely full Scottish breakfast served in The Orangery.

ACTIVITY IDEAS FOR DURING YOUR STAY

To take full advantage of Balbirnie and the surrounding area, we can offer a wide range of specialist pursuits tailored to your requirements. For those wishing to stay within the perimeter of the park, as well as the golf course, we have croquet on our lawn, numerous jogging and woodland walk trails to follow, as well as an abundance of wildlife to observe around the estate! Via our local specialists, we can also organise a number of activities within the park including treasure hunts, laser shooting, falconry and archery, mini-Highland games, as well as in-door team building activities. Tutored whisky and wine tastings can also be arranged.

GOLF

Fife is a golfer's paradise, with many famous courses within a half hour drive. Balbirnie itself sits a few yards from the 1st tee of Balbirnie Park Golf Course, an undulating, scenic and challenging par 71 parkland 18 hole course which surrounds the hotel.

Many famous golf courses are easily accessible within a half hour drive, including the home of golf - St. Andrews, and also Ladybank, Lundin Links, Crail and Elie to name but a few. Some forty-five minutes away are Carnoustie, Gleneagles and Kingsbarns. So whatever your requirements, there will most certainly be something to suit.

Corporate Golf Outings – spoil your customers with the full VIP treatment and a special golf away day at Balbirnie. Please ask for more details and prices.

RECREATIONAL ACTIVITIES

Activities which can be arranged nearby include clay pigeon shooting, off-road Landrover driving, quad biking, archery, rifle shooting, laser shooting, falconry, horse riding, trout fishing (and salmon fishing some 45 minutes away), motor racing at nearby Knockhill Racing Circuit, go-kart racing, seasonal grouse and pheasant shooting, as well as deer stalking.

We work closely with several specialists including Cluny Clays in Kirkcaldy and Blue Sky Experiences in Perth to put together as required team building activities and corporate events either at their venues or at Balbirnie, depending on what is involved. These are tailor made specifically to each client's requirements.

"SCOTTISH" THEMED ACTIVITIES AND ENTERTAINMENT

Specialist Scottish activities which can be organised on-site include a traditional "Scottish welcome" with our local piper playing on the front steps of Balbirnie as your party arrives, a performance by a full pipe band on the garden lawn prior to dinner, tutored whisky tastings, a display of Scottish dancing between dinner courses, a Clarsach player (Scottish harpist) to accompany pre-dinner drinks, or dancing to a ceilidh band after dinner. Additionally, great fun can be added to your dinner party by incorporating wine or whisky tastings, murder mystery events and casino evenings. Please ask us for advice with arranging all of the above.

SIGHTSEEING

Fife's winding coastline and lovely countryside have much of beauty and historical interest to explore – picturesque seaside fishing villages, historic homes (Hill of Tarvit Mansion), castles (Kellie Castle, Glamis Castle), palaces (Falkland Palace and Culross Palace) and gardens. Within Balbirnie Park there is also a small craft centre selling handcrafted jewellery, pottery, leather work and metal work. Please refer to "Partner Programme" below for suggestions on sightseeing activities outwith Fife.

PARTNER PROGRAMMES

We are also very happy to assist with designing a partner programme for those not attending the conference. This could include a scenic tour of Fife's rolling countryside and quaint seaside villages, or perhaps of Scotland's beautiful capital city, Edinburgh. Explore the impressive historic homes, castles and gardens scattered around Fife. Learn how whisky is made at the local distillery. Meander through the historic streets of St. Andrews and along the famous "Chariot's of Fire" beach. Visit the national museums and theatres of Edinburgh or go shopping in cosmopolitan Glasgow.

Take a trip to The House of Bruar, Scotland's most prestigious country store in Perthshire which sells a range of Scotland's finest delicatessen goods, clothes and gifts.

For something a bit different, what about a "fragrance event" which can be organised at Balbirnie itself – step into the world of perfumery and enjoy a fabulous few hours learning more about the history of perfume making and sampling different raw ingredients used in the production process. It is even possible to have a unique perfume made for each participant.

Or what about a group colour and dress consultation evening with the Scottish equivalents of Trinny and Susanna? A great fun and informative way to spend a few hours....!

Alternatively, professional aromatherapy massage and reiki treatments can be conducted in the comfort of a guest's own bedroom. The list is endless.....

AND FINALLY... YOURS EXCLUSIVELY..... THE KEYS TO BALBIRNIE HOUSE

The ultimate in corporate entertainment! Whatever the occasion, whether it be an annual conference, a corporate hospitality day, a team-building event, a sales and marketing drive, or indeed an excuse to have a celebratory house party with friends and family, Balbirnie provides an absolutely exceptional exclusive use destination. It really is like owning your own Georgian mansion for the day! Hiring Balbirnie on a private basis means that we will close our doors to the public and open them to you and your guests exclusively.

Balbirnie has 30 bedrooms accommodating up to 58 guests and numerous event areas which can be utilised as you need. Situated as the centrepiece of a 400 acre estate, Balbirnie Park golf course surrounds the hotel. Please refer to our group activity section for ideas on what we can offer.

We will of course work closely with you to create a bespoke programme to best suit your specific requirements. We have different exclusive use packages available to give you an indication of pricing – please contact us for more details – rosemary@balbirnie.co.uk.

Whatever the occasion of your visit,
we look forward to welcoming you and your clients to Balbirnie.

SPECIAL EVENTS PLANNING AT BALBIRNIE

We look forward to liaising with you as the date of your event approaches. In order to assist with the smooth planning and organisation of your detailed requirements, we would greatly appreciate it if the following information can be discussed with our Special Events team in advance.

At least three weeks in advance:

- An outline programme of timings for your event(s)

At least two weeks in advance:

- Your choice of menus and wines for each meal, together with any special dietary requirements.
- A list of any goods which you will be sending in advance for use at your function. They should be clearly labelled for the attention of The Special Events Office along with details of your name, the company name and the date of the event.
- Your requirements for audio visual, telephone and fax lines.
- Requirements for assistance with travel arrangements, such as arrival and departure time and mode of preferred collection.
- Entertainment including details of artists and equipment.
- Details of any press, PR, video or photographic activity which you are planning.
- Floral and stationery requirements such as menu cards and table plans.
- Clear billing instructions for the main account and individual guest accounts, if any.
- Completed rooming list:

To assist you with your room allocations, the breakdown of our 31 bedrooms plus Triplex Apartment at Balbirnie by room type is as follows:

- 2 x Deluxe four poster rooms
- 2 x Deluxe suites with separate sitting rooms
- 7 x Deluxe double or twin bedrooms
- 8 x Standard double or twin rooms
- 10 x Standard double rooms
- 2 x Standard single rooms

(Note-we also have a Triplex apartment if required – with two doubles, one twin with bunk beds and shared sitting room).

One week in advance:

- Confirmation of your final numbers, with definite final numbers given at the latest 48 hours before the event.

For Resident Guests - On Arrival

We always ensure that rooms are in perfect order for you and this means that occasionally rooms are not available until 2.00pm. Similarly, all rooms should be vacated prior to 11.00am on the day of your departure. Let us know in advance if you would like to arrange special check-in facilities for larger group sizes.

During Your Stay

Unless by prior arrangement, please help us by not placing signs, indication boards, hospitality desks, show cases or any such items within or around the hotel in areas not specifically designated to your own event.

We are here to assist in any way possible throughout your stay. Should you need any assistance whatsoever, please ask any of our staff who will be happy to help.

*Please note * - due to copyright law, our secretarial services are not permitted – on behalf of clients – to photocopy, scan or email articles and cuttings from print and digital publications.

On Departure

We will be pleased to arrange for your luggage to be stored prior to departure from the hotel should this be required.

Note regarding Coach Transfers to Balbirnie

If your event incorporates the use of bus transfers for guests, please pass the following information to your bus company-

Large (ie single decker and bigger) buses are physically unable to park up around the area immediately in front of Balbirnie's main guest entrance.

Buses arriving at Balbirnie House should stop opposite the main entrance to the house, on the main driveway adjacent to Balbirnie's flags, allow guests to alight, and can then easily turn by carrying on along the drive for app 50 yards, and then reversing into our rear car park.



BALBIRNIE HOUSE

TERMS AND CONDITIONS RELATING TO SPECIAL EVENT GROUPS

RESERVATIONS PROCEDURE

Our endeavour, naturally, is to achieve a level of attention and service which is commensurate with the expectations of the customer. It is requested therefore that a rooming list, together with the full programme relating to timings, sundry requirements and billing instructions can be received by Balbirnie at least two weeks prior to the date of arrival.

ARRIVAL/DEPARTURE TIME

Guests may check-in from 2pm onwards. Room assignments prior to this time are subject to availability. Guests are requested to kindly vacate their rooms by 11.00am on the day of departure. If delegates are in conference, we would ask that luggage should be packed on the morning of departure and it can then be stored until the guests are ready to depart from the hotel.

FOOD & BEVERAGE REQUIREMENTS

The menu and all other details of your event(s) should be finalised a minimum of 14 days prior to the date of the event(s).

Please advise us immediately in the event that you anticipate programme revisions. Additional meeting and private dining space is of course subject to availability.

Final numbers should be provided no later than 48 hours in advance, this being the number which will be charged for on the final account.

Should numbers vary from those specified, Balbirnie reserve the right to alter the event rooms or alternatively levy an appropriate room hire charge.

MEETING ROOM FACILITIES

Please note that meeting and function space are reserved only for the time indicated and may be used by the hotel for other activities during other times. All extended assembly/removal times must be specified and included in the schedule of events in order for us to plan your event accordingly.

Should services of any outside contractor or artiste be desired other than those supplied by Balbirnie, The Hotel reserves the absolute right to approve any such person or act engaged by The Client.

The Client and/or his sub-contractors will be held responsible for any damage caused to Balbirnie, its furnishings, fittings, utensils, and equipment during the use of these facilities by The Client's guests, contractors or sub-contractors.

Nothing may be fixed to walls, ceilings, carpets or pillars without the approval of The Hotel.

Any advertising, photographs displaying our interior, exterior or logo, or publicity for functions at Balbirnie require prior knowledge and consent by Balbirnie and must be of a standard reflecting the quality of The Hotel.

CANCELLATION POLICY

Rates, terms and conditions applying to groups are conditional upon a minimum of 10 guests arriving and departing together. In the event of the number of paying guests falling below 10, Balbirnie reserves the right to apply individual rates.

All guest rooms, meeting space and private dining space will be subject to a cancellation charge if the reservation is cancelled within 80 days of the date of arrival, unless the accommodation and/or function space is re-let. The cancellation fee is based upon the following scale, with "total contracted revenue" meaning all the accommodation, planned food and beverage, room hire charges and any special arrangements made by Balbirnie at the request of the Client.

Within 80 days of arrival date, our cancellation policy is as follows (*note this cancellation policy may be extended for larger events – your special events co-ordinator will advise accordingly if this is the case) :

Between 61-80 days prior to arrival date	50% of anticipated total contracted revenue
Between 31-60 days prior to arrival date	70% of anticipated total contracted revenue
Within 30 days prior to arrival date	100% of anticipated total contracted revenue

Please note that notice of any cancellation or reduction in numbers must be received in writing to the attention of the main contact person at Balbirnie.

Within 48 hours prior to arrival, any reduction in numbers will be subject to a cancellation fee equivalent to the full anticipated revenue.

PAYMENT PROCEDURE

Unless authorised credit has been granted by Balbirnie House, a prepayment of 75% of the anticipated total contracted revenue will be required eight weeks in advance of the arrival date. The outstanding payment must either be settled upon the Group's departure or alternatively, the outstanding bill can be forwarded for payment at the prior agreement of Balbirnie.

All overseas groups should be fully prepaid one month prior to arrival.

The Hotel does offer credit account facilities so long as there is a sufficient lead in time to do so (this can take up to two weeks to establish). In the event that credit is extended, a deposit payment of 25% is still required. The full outstanding 75% payment will be forwarded for payment and is due upon presentation of the bill, within 30 days after the event.

The payment method for the individual guest incidentals must be confirmed in writing to the hotel. Otherwise all incidentals will be billed to the main account.

Standard portorage of £2.00 per person per round trip applies to all groups.

The Hotel Management reserve the right to alter the tariff if there is a national increase in basic costs or Government tax. Any such changes would be notified in advance of the date of the reservation. The Hotel is entitled to annul the contract without obligation to pay compensation of any kind in cases of circumstances beyond its control, including strike lockout, fire, flood, accident, act of war, and other emergency conditions.

This agreement will bind Balbirnie House and The Client, by the signature of The Client's authorised representative. To confirm the event on a definite basis, please sign, date and return this agreement. Thank you for you assistance.

Company Name: _____

Signature: _____

Name in Full: _____

Date: _____

Balbirnie's Green Policy

No matter the type of event you are hosting at Balbirnie, rest assured that here at Balbirnie you will be working with a team and company who are resolutely focused on Green issues. At Balbirnie our team are very motivated indeed to do everything we can to use our best common sense to ensure that our company Carbon Footprint is as efficient as possible. Here are just a few examples:

It may well be the case that if you are meeting with one of our company directors, they will have driven to work in an electric vehicle, Balbirnie placed the very first order from Fife, for a new BMW i3!!!

We feature electric vehicle charging points in our North car park.

As part of annual Purchasing and Procurement reviews, we always consider the approach of our Suppliers, in terms of how they view their own Green Ethos.

As far as is possible, we work locally with our very well established network of Associate suppliers.

Leftover bread and toast goes out for Balbirnie's birds! This may explain the particular joy of Balbirnie's Dawn Chorus, which recently aired on national airwaves Radio 2!!!

As "The Mansion of Four Seasons", we align Orangery and Bistro menus to change throughout the four seasons, using local produce wherever possible.

We also align cocktail menus to change throughout the four seasons, using local produce wherever possible.

We have an in-house policy, wherever possible, of up-cycling by restoring and re-upholstering furniture, as opposed to purchasing new.

We use low energy lightbulbs.

Over recent years we have been very proud to work with the team within Fife Council, who very much specialise in environmentally-friendly waste disposal. The great proportion of Balbirnie's waste is re-cycled, with absolute bare minimum going to landfill. All behind-the-scenes waste is split in multiple locations directly into either (a) cans and plastics (b) paper and cardboard (c) landfill, and (d) food – the latter of which is then sent for a further phase of re-use elsewhere.

All oil used is collected from the premises, and re-cycled.

All new employees receive company Induction and staff Handbooks which immediately highlight the importance of our in-house Green Policy.

Our policy is to be as environmentally friendly as we can possibly be.

-We are conscious of conserving paper wherever possible.

-We suggest to our guests that we will only change in-bedroom towels if this wish is confirmed to us (by placing 'used' ones in bath).

-We dispose of all waste products as efficiently as possible, using waste and cardboard compactors.

-All bottles are segmented into colours before being collected.

-As we face ever-increasing costs for gas and electricity we seek to be as energy-efficient as possible. We turn off gas supplies (eg kitchen stoves) and always switch off lights when they are not required to be on.

As we continually appraise such matters on an ongoing basis, we are very fortunate to have ongoing advice and dedicated expertise directly from the very lovely Tessa Ward, who as well as being Environmental Compliance Manager for Diageo, is also involved with the wonderful team at Green Business Fife. For more information on the wonderful work at The Fife Renewables Innovation Centre, please visit www.greenbusinessfife.co.uk.

**BALBIRNIE HOUSE
PRIVATE ROOM CAPACITIES**

	BALLROOM	BALLROOM FOYER*	BOARDROOM	CONFERENCE ROOM	WEST ROOM	ORANGERY RESTAURANT	GARDEN ROOM	BALFOUR SUITE	LONG GALLERY	BISTRO	BISTRO POP UP DELUXE
THEATRE	250	50		30	50		20	10			
BOARDROOM	50	20	20 on 1 table Up to 40 with tables split	12 on 1 table 24 on 4 tables	24 Block		14	8			
U-SHAPE	60	16		12	20			6			
CLASSROOM	100	30			30						
CABARET	120		40								
LUNCH/DINNER (no dance floor)	216		50 Rounds		50 Rounds 36 H' Bone 24 Block 40 buffet	80 70 with buffet (60 with small dancefloor)	16 on 1 table 20 on 2 rect tables	8		46	16 on 1 table 24 on 4 rect tables
BANQUET (with tables on dance floor)	180										
BANQUET (with no tables on dance floor)	168										
COCKTAIL RECEPTION	250				60	100		15	100		
WEDDING CEREMONY	220					150			102		
DIMENSIONS											
LENGTH	73'/22m	33'/10.15m	33'/10.15m	21.6'/6.54m	35'/10.66m	60'/18.5m	19.6'/6m	19.8'/6m			21.6'/6.54m
WIDTH	40'/12m	19.9'/6.01m	19.8'/5.99m	23.5'/7.12m	22.6'/7m	22.6'/7m	19.10'/6m	16.3'/5m			23.5'/7.12m
CEILING HEIGHT	15'/4.6m	8.1'/2.45m	8.5'/2.6m	8.5'/2.6m	14.4'/4.4m	10'/3m	14.4'/4.4m	11.9'/3.63m			8.5'/2.6m
SQUARE FOOTAGE	2920'/264m	656.7'/61m	653.4'/15.5m	507.6'/46.5m	770'/71.5m	1356'/129.5m	385'/35.7m	220'/20.5m			507.6'/46.5m
NATURAL LIGHTING	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
BLACKOUT FACILITIES	Yes	No	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes

