



Dear Client,

Thank you for your 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.

The excellent facilities and memorable location at the National Botanic Garden of Wales will certainly contribute to a successful occasion. At the Botanic Gardens 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.

By booking an event or meeting at the National Botanic Garden of Wales you are helping to conserve some of planet Earth's most endangered plants and to support our extensive plant collections. You will also be helping to fund science and education at the Garden.

We offer discounted rates for charities and education bodies, please contact us on one of the numbers below.

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,

Bethan Aylott  
Commercial & Hospitality Manager.

For bookings or enquiries -

Tel: Chris Moore 01558 667114 or Bethan 01558 667147

E-mail: [cmoore@gardenofwales.org.uk](mailto:cmoore@gardenofwales.org.uk)

[baylott@gardenofwales.org.uk](mailto:baylott@gardenofwales.org.uk)

## FACILITIES

### Principality House

Principality House has three splendid conference rooms ranging in size from cosy boardroom for eight, up to theatre style for 100 delegates. Each room has superb views, excellent access, projector screens and multi media equipment installed. All rooms have natural daylight and wireless access.

A superb venue, suited best to:

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 are toilets upstairs and down and there is lift access to the first floor. The Paxton Room has natural light, air conditioning, a ceiling projector and multimedia equipment.

Layout	Theatre	Open Board	Cabaret
Maximum capacity	100	30	64

### The Grier Room

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

Layout	Theatre	Open Board	Cabaret
Maximum capacity	40	24	20

### The Tywi Room

Also on the ground floor is the Tywi Room. It has a fixed screen and natural light.

Layout	Theatre	Open Board	Cabaret
Maximum capacity	30	16	16

### The Abadam Room

The Abadam Room is situated downstairs and at the rear of the building, overlooking the pretty walled garden. There is a fixed screen in the room.

Layout	Theatre	Open Board	Cabaret
Maximum capacity	30	18	16

### **The Wallace Garden Room**

A small meeting room for breakout and pre-conference privacy, suits 4-12 people in boardroom style. Formerly the laundry room of Middleton Hall, it is situated in a delightful walled garden.

### **Theatr Botanica**

An intimate theatre room to seat 55, purpose built as a revolving audio-visual centre with a 360 degree view. This fantastic facility is fully equipped with projector screens, ISDN links, and excellent surround sound and lighting. A real gem, being one of only two such theatres in the UK, it has a wide capability as a small and unusual venue.

An unique and extraordinary venue, suited best to:

- Presentations
- Video Conferencing
- Productions
- Performances
- Product launches
- Demonstrations
- Exhibitions



### **Seasons Restaurant & Courtyard**

The Seasons Restaurant has a fully fitted kitchen, which prepares traditional and contemporary cuisine. Catering for large or small occasions is no obstacle. The Courtyard makes for a charming setting in the summer, whilst the variety of dining facilities indoors can accommodate up to 120 guests.

### **The Marquee**

The sumptuous Marquee is situated to the rear of the main Seasons Restaurant. It has separate car parking facilities, outside terrace, 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 to:

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



### **The Gallery**

The quite tranquillity of the Gallery makes for an ideal location for intimate events such as weddings, birthday celebrations or exclusive corporate dining. 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, it has a great location, near the main courtyard, restaurant and conveniences. Separate housing facilities for props and or musical equipment, large area to fit a maximum of 1000 people.

A delightful venue, best suited for:

- Evening and Weekend events
- Outdoor Productions
- Performances
- Product launches
- Demonstrations
- Exhibitions

### **The Great Glass House**

This stunning venue can be used for a variety of different events including Weddings and large corporate evening meals. In a theatre style it can accommodate up to 270 people for musical performances and theatre productions and 100 for evening dining.

The Great Glass House, an unforgettable venue, best suited to:

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

### **General Information**

All facilities are accessible to the disabled and there is also a lift in the conference centre.

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

## Day Delegate Package Rates

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

Mineral Water

Refreshment breaks: arrival, mid morning & mid afternoon including cakes or biscuits.

Buffet Lunch - Finger Buffet No 3, juice & water/tea & coffee.

Equipment

If you choose a Day Delegate Rate then the minimum number of delegates must apply. Should the number of delegates rise above the quoted figure, the full hire rate and catering costs will apply, whichever is the lesser.

### Day Delegate Rate

<b>Paxton</b> Large Seminar Room	£26	Minimum of 20 people
<b>Grier</b> Medium Seminar Room	£22	Minimum of 12 people
<b>Tywi</b> Medium Seminar Room	£22	minimum of 10 people
<b>Abadam</b> Small Seminar Room	£22	Minimum of 10 people
<b>ICT Room</b> Small Seminar Room	£22	Minimum of 8 people
<b>Theatr Botanica</b> Theatre venue	£22	Minimum of 20 people
<b>Marquee</b>	£26	Minimum of 50 people

## MENUS

### Refreshment Breaks

Tea/Coffee Bara Brith	£1.60 per person
Tea/Coffee Welshcakes or biscuits	£1.60 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 -£3.50 per head

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

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## BUFFET SELECTOR

Our buffet selector offers you the opportunity to create your own bespoke buffet by choosing from the tasty morsels listed below

Chef's selection of sandwiches and a fruit bowl are included as standard

Add a choice of

4 items £6.50 per head

5 items £7.50 per head

6 items £8.50 per head...

Ginger & Lemongrass Chicken Sticklers

Lime dusted Salmon Goujons

Mini Cheese & Bacon Bites

Prawns in Batter

Mini Yorkshire puddings filled with lamb & mint sauce

Mini Cottage Pies

Quiche Lorraine

Crudités V

Onion Bhajees V

Crolines - delicious bite size savoury pastries V

Vegetable samosas V

Spanish Quiche V

Breaded Mozzarella Sticks V

Freshly prepared Bruschetta with a variety of toppings V

Freshly baked Garlic Bread V

or maybe something sweet

Mini Chocolate Brownies

Mini Chocolate Eclairs

Mini Fruit Tarts

Mini Vanilla Slices

### **Finger Buffet Number 1**

Selection of Filled Breads  
Honey & Coarse Grain Mustard Chicken Drumsticks  
Crolinés V  
Mini Vegetable Samosas V  
Selection of Fresh Vegetable Crudités with a Garlic & Paprika Dip V  
Salmon Bites in Lemon & Dill Breadcrumbs  
Tortilla Chips with Dips V  
Fruit Bowl

£7.50 per person

### **Finger Buffet Number 2**

Selection of Filled Breads  
Broccoli & Cream Cheese Filo Parcels V  
Breaded Japanese King Prawns  
Savoury Crostini V  
Lemon & Pepper Chicken Goujons  
Mini Onion Bhajees with Mint Raita V  
Assorted Crolinés V  
Tortilla Chips with Dips  
Fruit Bowl

£9.50 per person

### **Finger Buffet No3 Healthy Eating Finger Buffet**

Chicken & Tomato Salsa Tortilla Wraps  
Feta Cheese Salad Tortilla Wraps  
Assorted savouries with low fat toppings  
Selection of fresh vegetable cruditées with Garlic & Paprika Dip  
Wholemeal sponge with fresh fruit & low fat topping  
Selection of fresh fruit

£8.50 per head

## **Finger Buffet Number 4**

Selection of Filled Breads  
Assorted Canapés  
Thai Spiced King Prawns in Filo  
Mini Goats Cheese Coated in Oatmeal V  
Goujons of Plaice with Tartare Sauce  
Peppered Black Beef Brochettes  
Spicy Chicken Goujons  
Smoked Salmon Roulades  
Tortilla Chips with Dips  
Fruit Bowl

£11.50 per person

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## **Corporate dining**

The Gallery at the Garden offers a private venue for up to 40 guests. We can offer a bespoke three course menu made using local produce and seasonal fruit and vegetables from our Double Walled Garden.

For sample menus please contact Bethan Aylott  
01558 667147

**Cold Fork Buffet Number 1**  
(Minimum of 15 people)

Spanish Quiche (V)  
Roasted Welsh Black Beef with a Honey Grain Mustard Crust  
Coastal Platter with a Lemon Mayonnaise

Tomato & Chive Salad  
Sweetcorn & Roasted Red Pepper Pasta  
Classic Coleslaw  
Seasonal Leaf Salad with a Balsamic Dressing  
Freshly Baked Breads & Welsh Butter  
Hot Minted Pembrokeshire Potatoes

£13.50 per person

**Cold Fork Buffet Number 2**  
(Minimum of 15 people)

Poached Tywi Salmon with a Watercress & Dill Dressing  
Roasted Pembrokeshire Turkey with a Cranberry Relish  
Roasted Welsh Black Beef with a Honey Grain Mustard Crust  
Supremes of Chicken with a Tintern & Leek Stuffing

Roasted Vegetable Pasta Salad  
Salad Nicoise  
Mushroom Provençal Salad  
Seasonal Leaf Salad with a Balsamic Dressing  
Classic Coleslaw  
Freshly Baked Breads & Welsh Butter  
Hot Minted Pembrokeshire Potatoes

£15.50 per person

## Hot Fork Buffet

(Minimum of 15 people)

Carmarthen Chicken Hotpot  
Welsh Lamb & Leek Casserole  
Welsh Black Beef in red wine  
Roasted Vegetable Penne Pasta with Parmesan  
Wild Mushroom & Welsh Leek Stroganoff  
Salmon in Creamy Dill & Fennel Sauce

All served with your choice of:  
Selection of Seasonal Vegetables or  
Seasonal Mixed Leaf Salad

Penderyn Whisky Chocolate Torte  
Panacotta served with fresh fruit & a berry coulis

Freshly Brewed Coffee or Tea

Select 1 Main Course      £19.50 per person  
Select 2 Main Courses      £21.50 per person

For an additional cost of £2.00 per person  
select 2 further salad dishes:

Classic Coleslaw  
New Potato Salad & Chives  
Mushroom Provencal Salad  
Sweetcorn & Roasted Red Pepper Pasta  
Salad Niçoise  
Couscous

## ROOM HIRE CHARGES

### Day

<b>Paxton</b> Large Seminar Room 60-80 people	£350
<b>Grier</b> Medium Seminar Room 30-40 people	£170
<b>Abadam</b> Small Seminar Room 12-24 people	£170
<b>ICT Room</b> Small Seminar Room 10-12 people	£170
<b>Wallace Garden Room</b> Small venue 4-10 people	£60
<b>Theatr Botanica</b> Theatre venue for 55 people	£200
<b>Seasons Restaurant &amp; Courtyard</b> Variety of dining facilities up to 120 people	£250
<b>The Marquee</b> Excellent dining venue 180 people	£500
<b>The Gallery</b> Medium venue 20-40 people	£250
<b>Millennium Square</b> Large outdoor venue 20-300 people	£250
<b>The Great Glass House</b> Large venue 120-270 people	£2,500

Please see room descriptions for layout and capacity details

## EQUIPMENT/SERVICES

Multi Media Equipment	£50.00
OHP & Screen	£20.00
Flip Chart & Pens	£15.00
Additional Flip Chart Pads	£8.00
Slide Projector & Screen	£25.00
Portable PowerPoint Projector	£35.00
Laptop	£30.00
Photocopying	£0.60 per page
Photocopying Transparencies	£1.20 per page
Facsimile, Incoming	Complimentary
Facsimile, United Kingdom	£1.50 per page
Facsimile, International	£2.50 per page
PA system	£50.00
Car Parking	Complimentary

### Please Note:

Our list prices do not include V.A.T. which will be charged on you invoice.