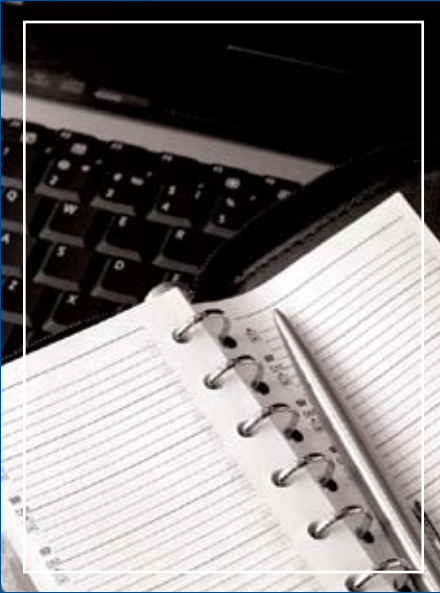


Conference

VENUE



Breathe Life
into your business meetings





Nottingham - regional capital of the East Midlands.

Reaching the Nottingham Gateway Hotel is easy; thanks to Nottingham's central location in Central England nearly half of the population of the country lives within little more than an hours travel time, making Nottingham a convenient and cost-effective destination for conferences.

Attractions include the Castle, The Tales of Robin Hood, The Nottingham Caves, the Lace Market, Galleries of Justice, Newstead Abbey - home of Lord Byron, the Birth Place of D.H. Lawrence and much more.

Since the Old Market Square underwent major redevelopment, Nottingham has become an exciting and appealing venue for the modern business person with an eye for retail therapy. Designers such as locally based Paul Smith have made the town the fourth top shopping destination in the UK.

With excellent road, tram and air links. The Nottingham Gateway Hotel is strategically situated just 1 mile from Junction 26 of the M1, 3½ miles from Nottingham City Centre, and only 12 miles from Nottingham East Midlands Airport. The state of the art Nottingham Express Transit tram line has a spur line which runs to Phoenix Park, only a 5 minute walk from the hotel. Free on-site car parking for 250 cars is important for you and your conference.

The Nottingham Gateway Hotel is an AA 3-star rated hotel, which prides itself on its versatility, functionality and affordability which are key in today's market place.

Room Facilities

The hotel boasts 13 purpose-built conference rooms, all with natural daylight, air conditioning, and wireless broadband connections.

The Nuthall Suite accommodates meetings, conferences and exhibitions with numbers from 10 – 250. This suite is made very versatile by the integral sound insulated panels which can be configured to create five separate rooms each with their own entrance door.

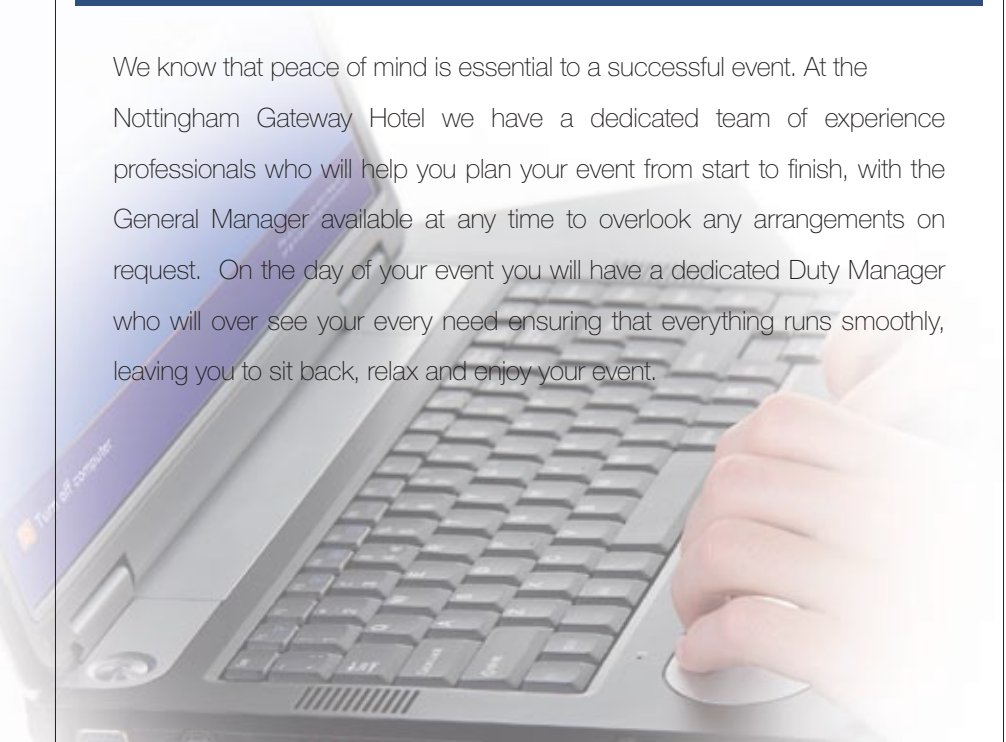
The Terrace Suite is able to accommodate theatre style events of up to 100 delegates or can be arranged into a more relaxed cabaret-style layout for seminars and workshops.

The Fountain Suite overlooks the fountains & moat at the front of the hotel. This suite also has insulated panels which can be configured to make three separate rooms each with their own entrance door. Fountain 3 is frequently used as a main workshop room, allowing Fountain 1 and 2 to be used as either one large syndicate room, or two smaller syndicate rooms.

The Compass Rooms are located in the centre of the hotel on the first and second floors. Dedicated boardroom style meeting rooms for up to 12 delegates, these rooms have an executive feel to them and lend themselves to important sales meetings or interview rooms.

Peace of Mind

We know that peace of mind is essential to a successful event. At the Nottingham Gateway Hotel we have a dedicated team of experience professionals who will help you plan your event from start to finish, with the General Manager available at any time to overlook any arrangements on request. On the day of your event you will have a dedicated Duty Manager who will over see your every need ensuring that everything runs smoothly, leaving you to sit back, relax and enjoy your event.





Hotel Facilities

The hotel has 108 bedrooms which have all been recently redecorated.

Bows Gallery Restaurant is a 250 seater restaurant which serves traditional English food combined with a modern Mediterranean-style menu. The restaurant has a very tranquil setting over looking the moat and fountains at the front of the hotel. The restaurant is open for breakfast, lunch and dinner 7 days per week.

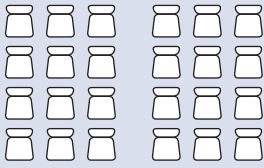
Strings Bar is a relaxing coffee shop area during the day which has wireless internet access for business people wanting to check their emails and have a cappuccino. The menu is a brasserie style menu with paninis, flatbreads, small plates if you would like a lighter snack, or main course dishes for those with a larger appetite. In the evening the bar transforms in to a relaxing environment for pre-dinner drinks. The bar also has Sky sports for guests who would like to watch the football or rugby on a large screen.

Meeting Room Capacities and Layouts

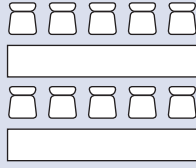
Dimensions (metres) and Capacities											
Room	Location	Length x Width (Maximums)	Ceiling Height	Theatre	Reception	Boardroom	Class Room	Dinner	Cabaret	U Shape Style	Natural Daylight
Nuthall Suite	Ground	28.0 x 15.0	2.92	250	250	-	150	250	150	-	Yes
Nuthall Room 1-4	Ground	7.6 x 6.4	2.92	40	40	20	18	-	20	20	Yes
Nuthall Room 5	Ground	12.8 x 15.0	2.92	150	125	40	100	-	64	40	Yes
Terrace Suite	Ground	20.6 x 7.3	2.70	100	150	60	80	80	64	-	Yes
Fountain Suite	Ground	16.0 x 5.8	2.85	80	60	30	30	50	30	-	Yes
Fountain Room 1	Ground	4.85 x 5.8	2.85	20	-	10	-	-	-	-	Yes
Fountain Room 2	Ground	3.75 x 5.8	2.85	20	-	10	-	-	-	-	Yes
Fountain Room 3	Ground	7.3 x 5.8	2.85	50	-	20	18	-	20	17	Yes
Compass Room 1-2	Second	4.0 x 6.25	2.30	30	-	12	-	-	-	-	Yes
Compass Room 3-4	First	4.0 x 6.25	2.30	30	-	12	-	-	-	-	Yes

Room Layout Examples

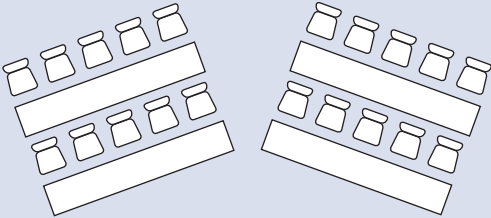
Theatre



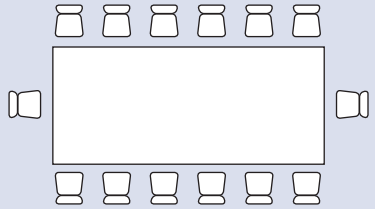
Classroom



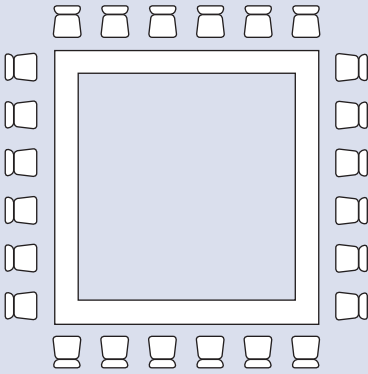
Herringbone



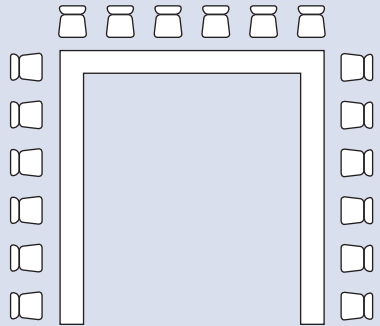
Boardroom



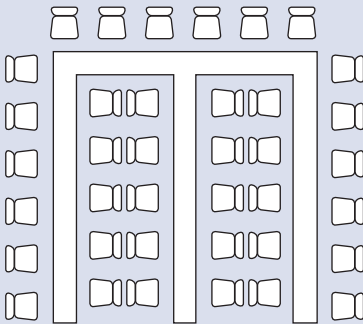
Hollow Square



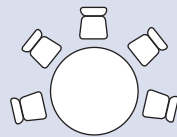
U Shape



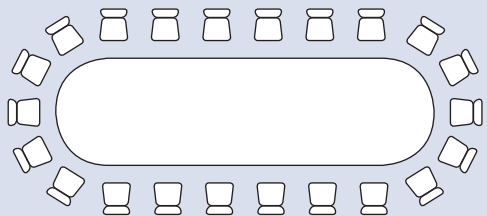
E-Shape



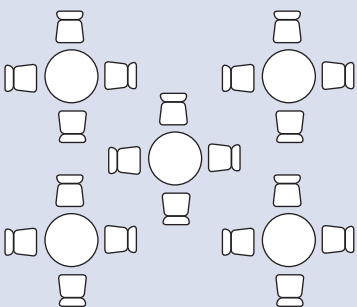
Cabaret



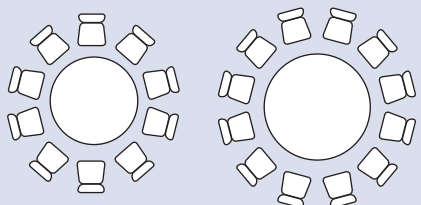
Oval



Informal with
Restaurant or Coffee Tables



Round 10s and 12s



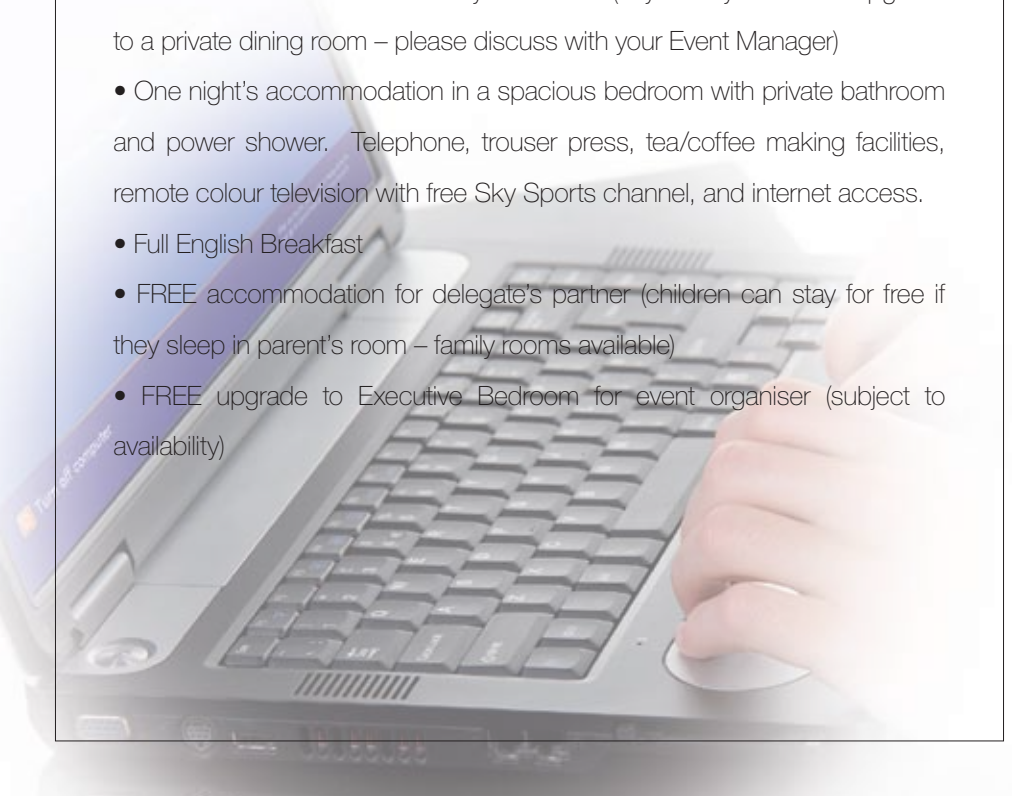
Our Day Delegate & 24-Hour Delegate Packages are designed to make booking simple for you, and give you great value for money.

Day Delegate Package includes:

- Main meeting room
- Arrival, mid-morning, mid-afternoon tea/coffee breaks
- Complimentary break upgrade (e.g. small cakes) on one of your breaks
- 2-Course lunch including tea/coffee
- Screen & Flipchart in main meeting room
- Mineral water, cordials & mints
- A pen & paper for each delegate
- Conference Desk Organiser to include flipchart pens, markers, scissors etc.

Our 24-Hour Delegate Package includes:

- Main meeting room
- Arrival, mid-morning, mid-afternoon tea/coffee breaks
- Complimentary break upgrade (e.g. small cakes) on one of your breaks
- 2-Course lunch including tea/coffee
- Screen & Flipchart in main meeting room
- Mineral water, cordials & mints
- A pen & paper for each delegate
- Conference Desk Organiser to include flipchart pens, markers, scissors etc.
- 3-Course Dinner in Bows Gallery Restaurant (or you may choose to upgrade to a private dining room – please discuss with your Event Manager)
- One night's accommodation in a spacious bedroom with private bathroom and power shower. Telephone, trouser press, tea/coffee making facilities, remote colour television with free Sky Sports channel, and internet access.
- Full English Breakfast
- FREE accommodation for delegate's partner (children can stay for free if they sleep in parent's room – family rooms available)
- FREE upgrade to Executive Bedroom for event organiser (subject to availability)





Catering

We have a range of options available to you: for an early morning breakfast meeting we are able to provide breakfast rolls or Danish pastries for a great start to your meeting. For lunch we have options of a sandwich lunch or working buffet lunch which will be served in your meeting room. Alternatively if you would like delegates to be able to network, we can offer you a 2-course Finger Buffet which can be served in the Atrium area. For a more formal lunch, why not dine in Bows Gallery Restaurant where you can choose from a 2-course Hot Buffet with roasted meats, chefs dish of the day, vegetarian dish, vegetables, potatoes and accompaniments. For a lighter lunch, there is a 2-course Knife and Fork buffet served with a range of healthy salad options.

We believe in good quality food, freshly made, on the day of your event. We have a good reputation for food and good service whether you choose to eat in the restaurant or dine privately.

Frequently Asked Questions

1. I have never booked a meeting room before, what do I need to do?

Contact our Events Team between 9am-5pm Monday-Friday who will be able to discuss your requirements, check availability, and provide you with a quotation. We are able to hold a provisional booking for 7 days. After this time we will require confirmation in writing from you to confirm your booking. A contract will then be sent to you to confirm your booking. This must be signed and returned within 7 days.

2. How do I pay for my meeting room & other items I have pre-booked?

There are a number of ways that payment can be made:

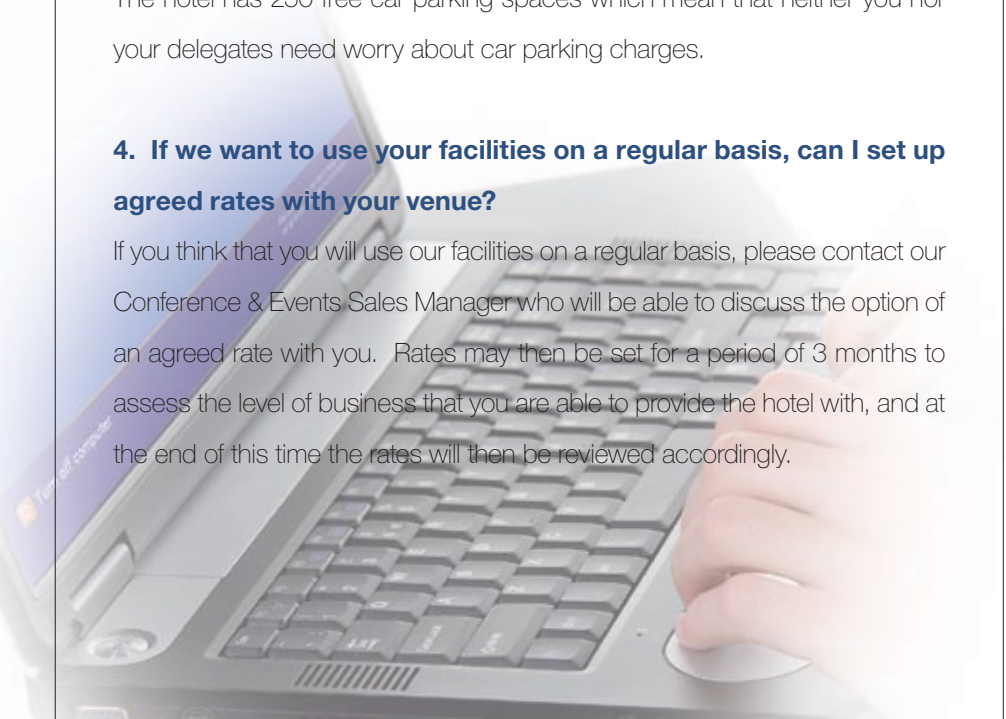
- (1) You can choose to pre-pay by requesting a pro-forma invoice. Payment will be required 7 days prior to your event;
- (2) If you have not used the hotel before we will usually take a credit/ debit card to guarantee your booking, and then payment can be made prior to departure on the day of your event using the same card;
- (3) If you would like us to invoice you after the event we will require you to complete a credit application form. This must be completed & sent back to the hotel with a piece of headed paper at least 14 days prior to your event. We will then confirm if you have been successful in opening an account. Payment must then be made 14 days after your event.

3. Is car parking free?

The hotel has 250 free car parking spaces which mean that neither you nor your delegates need worry about car parking charges.

4. If we want to use your facilities on a regular basis, can I set up agreed rates with your venue?

If you think that you will use our facilities on a regular basis, please contact our Conference & Events Sales Manager who will be able to discuss the option of an agreed rate with you. Rates may then be set for a period of 3 months to assess the level of business that you are able to provide the hotel with, and at the end of this time the rates will then be reviewed accordingly.





Making your event that little bit more special...

Our Events Team can help add that extra bit of magic to your event by going that extra mile to make everything perfect.

If it's extra equipment that you require for your event, we can source it for you.

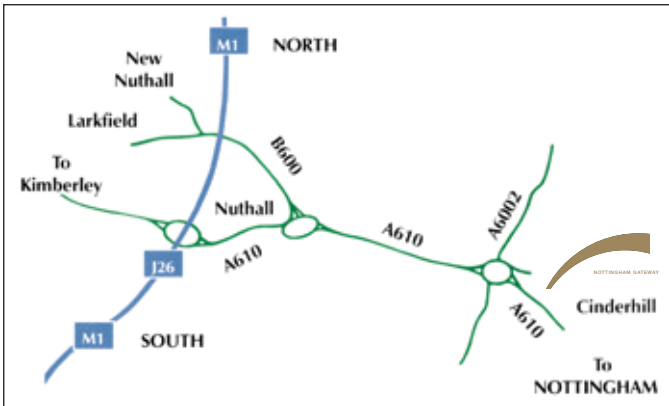
If you need a mini bus or coach to take your delegates to the train station, please speak to the Events Team about organising this.

We can source anything from on-site team-building events, to after dinner speakers, live bands and entertainers to make your event that little bit different from all the rest,

Our tribute evenings are very popular for weekend conferences or Christmas conferences - a chance to let your hair down for the evening and get to know your colleagues better.

How to find us

Ideally situated, just three and a half miles from the bustling city centre, The Nottingham Gateway Hotel is located off junction 26 of the M1 motorway. The hotel offers ease of access with free car parking, modern facilities and tasteful decor.



By Road

When you come off Junction 26 of the M1, you will come off onto a roundabout, follow the signs for the A610 to Nottingham. At the second roundabout (Nuthall) go straight across following the A610. We are then situated on the third roundabout (Cinderhill), on the left-hand side. There is ample free parking at the rear of the building.

By Rail

Nottingham is on the InterCity Midland Main Line. A short taxi ride, as the Hotel is located three and a half miles from the city centre.

By Air

East Midlands Airport is just twelve miles away, with direct flights to key UK and mainland European destinations.

By Tram

Spurline Pheonix Park

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