

You need your event to make an impression, be comfortable and inspire your guests and delegates. At the Edinburgh Capital we ensure that every step of the way you get the most out of your experience. This allows you to concentrate on your business goals while we take care of the rest.

When planning a meeting, you need to be confident that a conference venue will deliver to your high expectations. We understand that each event requires flexibility and consideration in meeting your specific requirements - the Edinburgh Capital Hotel aspires to be one of Scotland's finest Hotel Conference Venues.

Awarded the No 1 Scottish Venue in 2007. [www.bdrc.co.uk](http://www.bdrc.co.uk). We are sure this will give you the real confidence that you have made the right choice!

bdrc<sup>®</sup>

### What's in it for you?

- Free off street parking for all delegates
- Flexible meeting spaces from 2 to 300 delegates
- Complimentary wireless internet access in all meeting spaces and public areas
- Dedicated event co-ordinator for the event planning
- Conference host on hand to deliver your every need on the day
- Natural daylight in most meeting spaces
- Flexible delegate packages tailored to you specific event needs
- Built in audio visual facilities included within the delegate package\*

\* Only applies in the Adam Suite conference area.

**"As soon as you make first contact with the conference staff you have the confidence in knowing that your event will run very well. From the moment you walk into the hotel you are treated like royalty, all staff are extremely friendly, professional and helpful!"**

Scottish Qualifications Authority



# RATES

## Day Delegate Rate

Our competitively priced day delegate rate includes:

- Arrival tea, coffee and pastries (Freshly brewed coffee, selection of teas and herbal infusions)
- Main meeting room hire
- AV Screen and two flipcharts
- Bottled mineral water, boiled sweets, delegate note paper and pencils
- Mid morning coffee and shortbread
- 2 course delegate lunch (option to choose a 2 course hot lunch in the restaurant or a working buffet lunch in the meeting room)
- Afternoon tea break with chocolate kick
- Wireless internet access in all meeting spaces and public areas

## Upgrade options

Why not take advantage of being able to add on a few extras to spoil your delegates:

- Breakfast rolls on arrival
- Fresh Fruit Boost – large bowl of fresh fruit
- Indulgence Break – hot chocolate, marshmallows, cream & doughnuts
- Healthy alternative – Why not opt for J2o, fruit infusions and herbal teas with bowls of dried fruit, nuts and seeds
- Unlimited selection of fresh juices and sodas served ice cold with a slice lemon or lime throughout the meeting
- Private dining at lunch or dinner

## Residential rates

For those travelling further a field additional to our day delegate rate we offer a residential package with:

- Three course dinner in our restaurant
- Overnight accommodation in one of modern and airy bedrooms
- Full Scottish or continental breakfast
- Access to the leisure centre during your stay

Packages are based on a minimum number of 10 delegates

We appreciate that your event may not be suited to a delegate rate. Room hire rates are available on request.

**“In our experience the service is excellent, the staff courteous and efficient, food and refreshments are first class, served hot and on time”**

**Institute of Management Studies**

## DINING AND SPECIAL OCCASIONS

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If you are looking to book a small party for lunch or dinner in the Westview Brasserie for a special occasion, or arrange a larger affair such as a graduation ball, company annual dinner or retirement party then let us have the opportunity to show you what we have on offer. If you need inspiration then our dedicated events team are on hand to help!

At the Edinburgh Capital Hotel you can either choose from one of our fabulous package options that includes room hire, reception drinks, canapés, meal and matching wines, or we can tailor the arrangements to meet your individual needs. Either way, we make it our goal to guarantee your event is a success!

Either way, we make it our goal to guarantee your event is a success! Our superb reputation for private dining ensures that we pay extra attention to the quality of the setting. We recognise that fine tableware and excellent service can lift a meal from a great to a truly memorable experience.

Our highly trained events team are specialists in catering for large banquets, weddings and corporate events. Our Adam Suite can cater for up to 320 guests for dining and is the hotel's largest and most flexible event space.

With all this! The Edinburgh Capital Hotel has the experience to ensure a seamless delivery of service, quality food and wines, thereby ensuring peace of mind to the planner and guests alike.

### What's in it for you?

- The Adam Suite boasts a dedicated entrance with red carpet ensuring your guests arrive in style!
- Exclusive reception area with spacious bar and cloakroom
- Air conditioned suite
- Phase lighting to create the perfect ambience
- Printed menus, place cards and table plan
- Master of Ceremonies to guide you throughout the event

# ROOMS & CAPACITIES

Suite Name	Adam Suite	Gifford	Greyfriars	Rutland Bar	Dunedin Greyfriars	Gifford & Rutland	Greyfriars	Burgess
Floor area (m)	25.6 x 14.7	8.75 x 14.5	11.1 x 12.2	5.75 x 12.2	13.7 x 7	19.9 x 14.7	16.8 x 12.2	10.5 x 6
Max Ceiling Height	2.75	2.75	2.75	2.75	2.75	2.75	2.75	2.4
Sq m	335	129	135	70	97	264	205	63
Theatre	320	150	200	100	50	280	270	50
Classroom	200	60	70	50	N/A	140	130	15
Boardroom	120	50	70	40	20	100	90	25
U shape	N/A	50	60	40	20	110	100	20
Cabaret	150	60	80	30	30	150	120	N/A
Dinner Dance D floor/stage	200	100	130	N/A	N/A	230	180	N/A
Dinner/Lunch	275	110	140	60	N/A	250	200	30
Reception	400	150	180	70	150	330	250	30
Blackout & daylight	Y	Y	N	Y	N	Y	Y	Y
Air Con	Y	Y	Y	Y	Y	Y	Y	Y
Floor Level	G	G	G	G	G	G	G	1st

  

Suite Name	Corstorphine	Clerwood	Cramond
Floor area (m)	7.8 x 3.3	7.8 x 3.3	7.8 x 3.3
Max Ceiling Height	2.1	2.1	2.1
Sq m	26	26	26
Theatre	20	20	20
Classroom	N/A	N/A	N/A
Boardroom	15	15	15
U shape	N/A	N/A	N/A
Blackout & daylight	Y	Y	Y
Air Con	Y	Y	Y
Floor	Lr G	Lr G	Lr G