
CONFERENCES & MEETINGS



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The Gilvenbank Hotel is the ideal venue to host your conference and meetings with two modern function suites to meet your requirements.

Our experienced events team can help you to create the perfect event from room set up through to refreshments and styling.

THE BALFARG SUITE

Air conditioned, warm and bright, our Balfarg Function suite can comfortably seat up to 175 people theatre style and features its own bar, toilets and direct access to catering, ensuring complete privacy.

This gives you the flexibility to choose your preferred room layout with plenty of free space for presentations and demonstrations.





THE HUNTSMAN SUITE

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Our Huntsman Suite offers is ideal for guests wishing to hold meetings, seminars and presentations for up to 60 people. Featuring its own dedicated entrance, the Huntsman Suite is perfect for public consultations or can be used as a breakout room for the Balfarg Suite.



REFRESHMENTS

Our experienced, inhouse kitchen team can cater for your every requirement, from breakfast rolls for your morning seminar to light refreshments throughout the day, hot and cold buffets or even full 3 course meals for conferences and overnight sessions.

We also have a bar and restaurant which offers food all day for guests wishing to dine out with the event.



RATES & CAPACITIES

Huntsmans Suite Hire

(Includes 1 flip chart & pens)

Full Day £95.00

Balfarg Suite Hire

(Includes 1 flip chart & pens)

Half Day £120.00

Full Day £200.00

Half day hire is 8am – 12.30pm or 12.30pm – 6pm





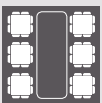
	Room Dimensions	 Classroom	 Board Room	 U-Shape	 Theatre	 Dinner Dance
Huntsmans Suite	42' x 50' (12.80m x 15.24m)	45	40	40	80	N/A
Balfarg Suite	38' x 73' (11.58m x 22.25m)	80	70	70	175	150

Table Options: We have round tables and regular tables available to create the preferred set up.





SAMPLE **BUFFET** MENUS

BUFFET MENU 1

Standard Buffet consisting of a selection of freshly prepared assorted sandwiches, hot sausage rolls, Tea and Coffee

£5.50 per person -Or- £6.50 per person including Soup

BUFFET MENU 2

A selection of freshly prepared sandwiches, selection of vol-au-vents, hot sausage rolls, the choice of chicken legs or pizza slices, Tea and Coffee

£6.50 per person -Or- £7.50 per person including Soup

BUFFET MENU 3

A selection of cold meats, chicken drumsticks, freshly prepared assorted salad selection, hot potatoes, Tea and Coffee

£7.95 per person

Tea/Coffee & Biscuits	£1.95 per serving
Soup, Tea/Coffee & Biscuits	£4.50 per serving
Soup, Sandwiches, Tea/Coffee & Biscuits	£5.50 per serving
Per Jug of Cordial juice	£4.95 per Serving

EQUIPMENT HIRE (prices are per day and includes VAT)

Our regular room rates include the supply of a flip chart and a set of pens as standard, however we can provide virtually any AV and presentation equipment, whether its from our inhouse equipment or our preferred suppliers, including:

Overhead Projector & Screen	£20.00
Screen only (approx 5/6ft)	£5.00
Overhead Projector alone	£15.00
Multi Media Projector & Screen	£35.00
Extra Flip Charts, pens & paper (per flip chart)	£10.00

Please do not hesitate to contact us if you have any further requirements not listed above.



ACCOMMODATION

AT GILVENBANK HOTEL

The Gilvenbank hotel features contemporary styled bedrooms and are designed to make your stay as comfortable and relaxing as possible.

Each room is en-suite equipped with LCD TV as well as a host of in-room facilities including an ironing board and iron and in addition, we have rooms which cater for disabled guests.

Preferential rates are available for conference organisers and delegates where overnight accommodation is required as part of your event. Contact our events team to discuss your requirements.



GETTING TO THE GILVENBANK HOTEL

TRAVELLING FROM THE NORTH

From the Tay Bridge follow the A92 towards Glenrothes.

Take the 2nd exit on the "New Inn Roundabout" and continue on the A92 until you see the sign for "Glenrothes North & Central Hospital B969" where you will need to take a right turn at Balfarg Junction.

Follow the B969 and at the next roundabout take the 1st exit where you will see signs for the Gilvenbank hotel on your left.



Distance from:

Kirkcaldy Station - 9.5 miles
(20 minute drive)

St. Andrews - 20 miles
(35 minute drive)

Edinburgh Airport - 32 miles
(40 minute drive)

Glasgow Airport - 75 miles
(1 hour 20 minutes drive)

TRAVELING FROM THE SOUTH

From the Queensferry Crossing Bridge, continue onto the M90. Leave the M90 at junction 2A signposted (Glenrothes, Kirkcaldy) onto the A92.

Continue on the A92 until you see the sign for "Glenrothes North & Central Hospital B969" where you will need to take a left turn at Balfarg Junction.

Follow the B969 and at the next roundabout take the 1st exit where you will see signs for the Gilvenbank hotel on your left.

FOR THOSE WITH SAT NAV SIMPLY TYPE IN KY7 6NL AND YOU'LL FIND US!

Huntsmans Road, Glenrothes, Fife, KY7 6NL

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