

There are **69 Marriott venues** across the UK and Ireland, including 12 Hotel & Country Clubs. For further information on any of these hotels call: Marriott Event Booking Services Monday - Friday on telephone (08705) 826 826 or email ebs@marriotthotels.co.uk

Swansea Marriott Hotel

Maritime Quarter, Swansea, Wales SA1 3SS

Tel 0870 400 7282

Guest Fax 0870 400 7382

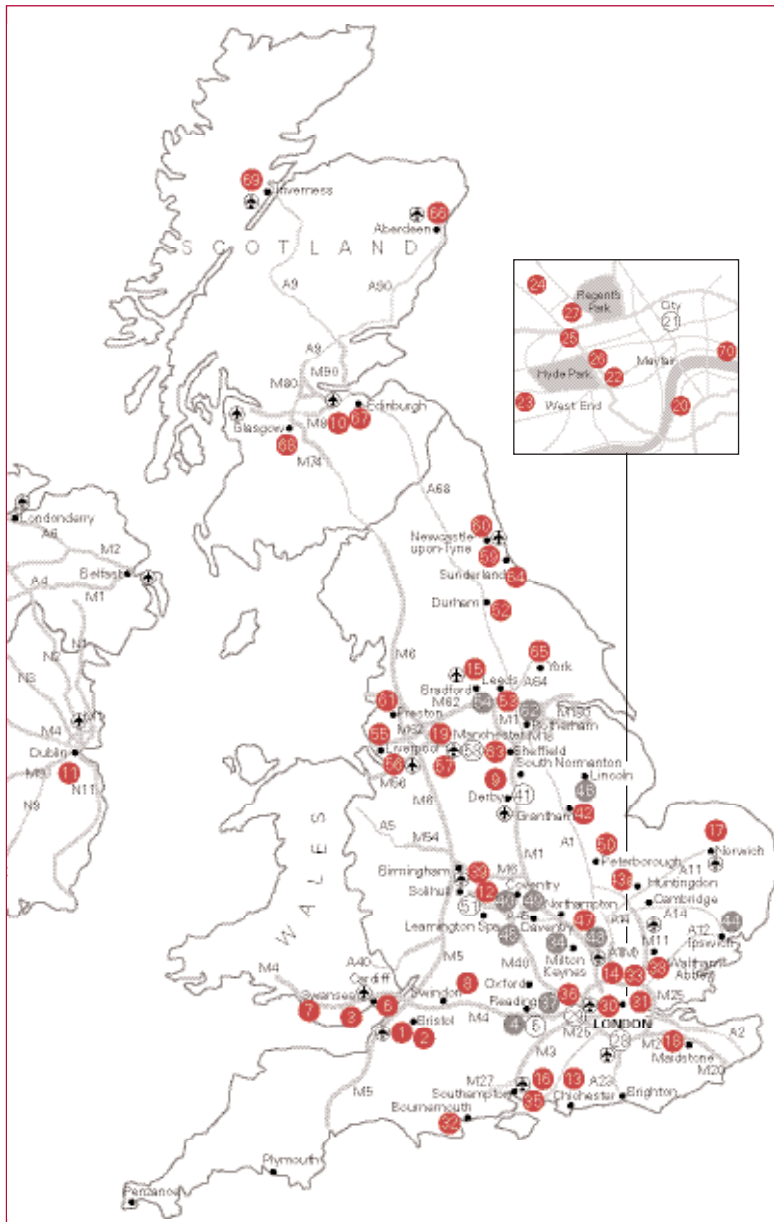
Conference/Sales Fax 44 (0) 1792 634 821

www.marriott.co.uk/swsdt

events.swansea@marriotthotels.co.uk

Marriott Hotels in the M4 area

- 1 Bristol City Centre
- 2 Bristol Royal
- 3 Cardiff
- 4 Reading Courtyard
- 5 Reading Renaissance
- 6 St Pierre Hotel & Country Club - Chepstow
- 7 Swansea
- 8 Swindon



Marriott Hotel & Country Clubs

- 9 BREADSALL PRIORY Derby
- 10 DALMAHOY Edinburgh
- 11 DRUIDS GLEN County Wicklow, Ireland
- 12 FOREST OF ARDEN Birmingham
- 13 GOODWOOD PARK Chichester
- 14 HANBURY MANOR Hertfordshire
- 15 HOLLINS HALL Leeds/Bradford
- 16 MEON VALLEY Southampton/Winchester
- 17 SPROWSTON MANOR Norwich
- 18 TUDOR PARK Maidstone
- 19 WORSLEY PARK Manchester

London Hotels

- 20 LONDON COUNTY HALL
- 21 LONDON CHANCERY COURT
- 22 LONDON GROSVENOR SQUARE
- 23 LONDON KENSINGTON
- 24 LONDON MAIDA VALE
- 25 LONDON MARBLE ARCH
- 26 LONDON PARK LANE
- 27 LONDON REGENTS PARK

Airport Hotels

- 28 LONDON GATWICK
- 29 LONDON HEATHROW
- 30 LONDON HEATHROW

South of England

- 31 BEXLEYHEATH
- 32 BOURNEMOUTH HIGHCLIFF
- 33 CHESHUNT
- 34 MILTON KEYNES
- 35 PORTSMOUTH
- 36 SLOUGH/WINDSOR
- 37 SLOUGH/WINDSOR
- 38 WALTHAM ABBEY

Central England

- 39 BIRMINGHAM
- 40 COVENTRY
- 41 DERBY/NOTTINGHAM
- 42 GRANTHAM
- 43 HUNTINGDON
- 44 IPSWICH
- 45 LEAMINGTON SPA
- 46 LINCOLN
- 47 NORTHAMPTON
- 48 NORTHAMPTON
- 49 NORTHAMPTON WEST (Formerly Daventry)
- 50 PETERBOROUGH
- 51 SOLIHULL

North of England

- 52 DURHAM ROYAL COUNTY
- 53 LEEDS
- 54 LEEDS/BRADFORD
- 55 LIVERPOOL CITY CENTRE
- 56 LIVERPOOL SOUTH
- 57 MANCHESTER AIRPORT
- 58 MANCHESTER
- 59 NEWCASTLE METROCENTRE
- 60 NEWCASTLE GOSFORTH PARK
- 61 PRESTON
- 62 ROTHERHAM
- 63 SHEFFIELD
- 64 SUNDERLAND
- 65 YORK

Wales & Scotland

- 66 ABERDEEN
- 67 EDINBURGH
- 68 GLASGOW
- 69 INVERNESS

Opening in Summer 2004

- 70 WEST INDIA QUAY

- Marriott Hotel
- Courtyard by Marriott
- Renaissance Hotel

conferences, meetings & events planner guide

Swansea Marriott Hotel



Welcome to the Swansea Marriott Hotel Meeting Planner Guide - your complete guide to key facts and figures at your fingertips. If you have any questions, we're here to help, so for instant advice call us direct on 0870 400 7282 or email: events.swansea@marriott-hotels.co.uk.

Visit www.marriott.co.uk/meetingsandevents for information on-line.

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Situated within a prime location in the superb Maritime Quarter, you can be assured that customer care and guest satisfaction are of paramount importance to our friendly and efficient team. Conference organisers will find the Swansea Marriott's extensive range of conference facilities ideal for board meetings, training seminars and conferences for up to 250 delegates.

Room capacities

MEETING ROOMS	NATURAL DAYLIGHT	AIR COOLING	WHEELCHAIR ACCESS	DIMENSIONS (METRES)			MAXIMUM NUMBER OF DELEGATES							
				L	W	H	THEATRE STYLE	BOARDROOM STYLE	U-SHAPE	CLASSROOM STYLE	CABARET	BUFFET RECEPTION	DINNER/DANCE	DINNER
GOWER SUITE (1,2 & 3)	✓	✓	✓	21.25	12.20	3.41	250	-	-	120	90	250	180	200
LANGLAND ROOM (1)		✓	✓	12.20	7	3.41	100	30	30	40	30	75	-	50
CASWELL ROOM (2)		✓	✓	12.20	7	3.41	100	30	30	40	30	75	-	50
PORT EYNON ROOM (3)	✓	✓	✓	12.20	7	3.41	100	30	30	40	30	75	-	50
TELLIN ROOM	✓	✓	✓	7.50	6.76	2.26	40	20	15	24	24	40	-	40
OYSTER ROOM	✓	✓	✓	6.28	3.62	2.26	15	12	-	10	-	15	-	10

Quick reference guide

NO. OF FLOORS	TOTAL NO. OF BEDROOMS	NON SMOKING BEDROOMS	SUITES	DISABLED BEDROOMS	MARRIOTT COMMUNICATION SOLUTIONS AT THIS HOTEL	THE MARRIOTT BEDROOM (REFER TO HOTEL BROCHURE)	AIR COOLING IN BEDROOM	INTERNET ACCESS IN BEDROOM	MINI BAR IN BEDROOM	IN ROOM SAFE	24 HR ROOM SERVICE	LAUNDRY SERVICE	SAFE DEPOSIT AT RECEPTION	SECRETARIAL SERVICES	BUSINESS CENTRE	EXECUTIVE LOUNGE	GIFT SHOP	SHOE SHINE IN PUBLIC AREAS	VENDING MACHINES IN PUBLIC AREAS	ICE MACHINES IN PUBLIC AREAS	VALET PARKING	CONCIERGE	ONSITE CAR PARKING	FREE CAR PARKING	NUMBER OF PARKING SPACES
4	122	85		1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	120

RESTAURANTS & LOUNGES	MARRIOTT LEISURE CLUB	PLACES TO SEE / THINGS TO DO	SPECIAL ACTIVITIES
<ul style="list-style-type: none"> Abernethy's Restaurant: Traditional dining with fine food & wine. Bar: Casual drinks and dining including afternoon teas. 	Complimentary: Indoor heated swimming pool, whirlpool, sauna, fitness equipment.	<ul style="list-style-type: none"> Maritime Quarter Gower Peninsula Swansea Maritime Museum National Botanical Gardens of Wales. 	

How to find us



By road

Take Junction 42 from the M4, and then the A483 towards the city centre. Follow signs to the Marina, where the hotel is located.

By rail

The nearest mainline station is Swansea. For information on train times, please call the National Enquiry Service on 08457 484950.

By air

The nearest airports are Swansea Airport (01792 204063) and Cardiff International Airport (01446 711111).

The following **meeting packages** provide you with a full range of services that can be readily adapted to meet your specific requirements.

Day delegate rate

Ideal for meetings of 10 delegates or more, the package includes meeting room hire, refreshments and equipment.

Other benefits include:

Pre-event

- Dedicated Event Organiser prior to your event
- Showround with our team
- Full conference pack
- Pre-event call to introduce your point of contact on the day

During event

- Pre meeting brief
- Contact at your service on the day who will respond immediately to your needs - accessible with one phone call
- Confidential meeting rooms secure from public areas
- Mid morning refreshments
- Lunch
- Afternoon refreshments
- Sweets
- Notepads and pens
- Stationery kit
- Overhead projector and screen
- Data cabling at many locations
- Meeting room hire as previously arranged and agreed with you and available from 8am - 6pm

Post-event

- Follow up after the event allows us to continually improve by responding to your needs

24 Hour delegate rate

All the features of the day delegate package plus:

- Overnight accommodation
- Dinner and full breakfast
- Complimentary use of leisure facilities

Please note that a comprehensive range of business services is also available e.g. photocopying, fax etc. and that these plus any additional equipment can be provided for an extra cost.

Tailormade events

The hotel offers flexible facilities where we can accommodate a variety of layouts to suit all events from press conferences, product launches and incentives to sales seminars or training courses. Whatever you want, our team will make every effort to provide it.

Weekend conferences

We are often able to offer special package prices if you choose to hold a weekend conference. To check availability, please contact the hotel directly.

Executive packages

A VIP upgrade on our '24 Hour' package is available including small but appreciated 'extras' for your valued colleagues and guests, for example:

- A Champagne Executive Package which includes a half or full bottle of Champagne on ice, mineral water, bathrobe for use during their stay, fruit basket and chocolates (prices on request)
- Superior accommodation may also be available at an additional charge

Important information

Background Information

In order to avoid any misunderstanding regarding reservations, the following is a resumé of the terms and conditions of the Whitbread Hotel Company for group accommodation, functions, golf, conferences and events. Detailed terms and conditions will be supplied in writing at the time that the facilities and services are offered in respect of a specific event.

Leisure

Temporary membership of the Leisure Club is offered to guests and delegates during their stay. Most facilities are free, but charges are made for services or facilities not included in the Club membership.

Confirmation by client

All bookings are held on option until the contract is signed by the Client and the Hotel. If another enquiry for availability is received, the original client will be informed. Anticipated guest numbers must be advised to the Hotel at the time of confirmation as the minimum guaranteed number will subsequently be identified on the contract.

Deposits

The Hotel reserves the right to require payment of a deposit, to a predetermined level and details will be specified in the contract. Should the Client fail to pay such deposit within 7 days of being required to do so, the Hotel may treat the booking as having being cancelled by the Client. In the event that a cancellation fee needs to be implemented, the deposit is non-refundable and will be set against any cancellation fee that may arise.

Cancellations and amendment charges

In the circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, a cancellation charge will be incurred. Precise details will be supplied at the time of the booking. Any cancellation, postponement or partial cancellation should be advised to the Hotel in the first instance verbally, followed by a written confirmation. Guests with confirmed room reservations who do not stay for all nights booked will be considered non-arrivals and will be liable for the applicable room rate.

Other goods and services

The Client agrees to reimburse the Hotel for any expenditure incurred in respect of the booking including (but without being limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the event.

Payment

All accounts incurred will be invoiced immediately after the event. Payment is due for all credit accounts on presentation of invoice. No allowance or refund can be made for meals and other elements not taken within the agreed package rate. Payment must be made in Pounds Sterling (UK) payable to the individual Hotel. The Client agrees to pay the Hotel for any food and beverage or other services not provided for in the contract or correspondence but made available on request of the Client on the day of the event.

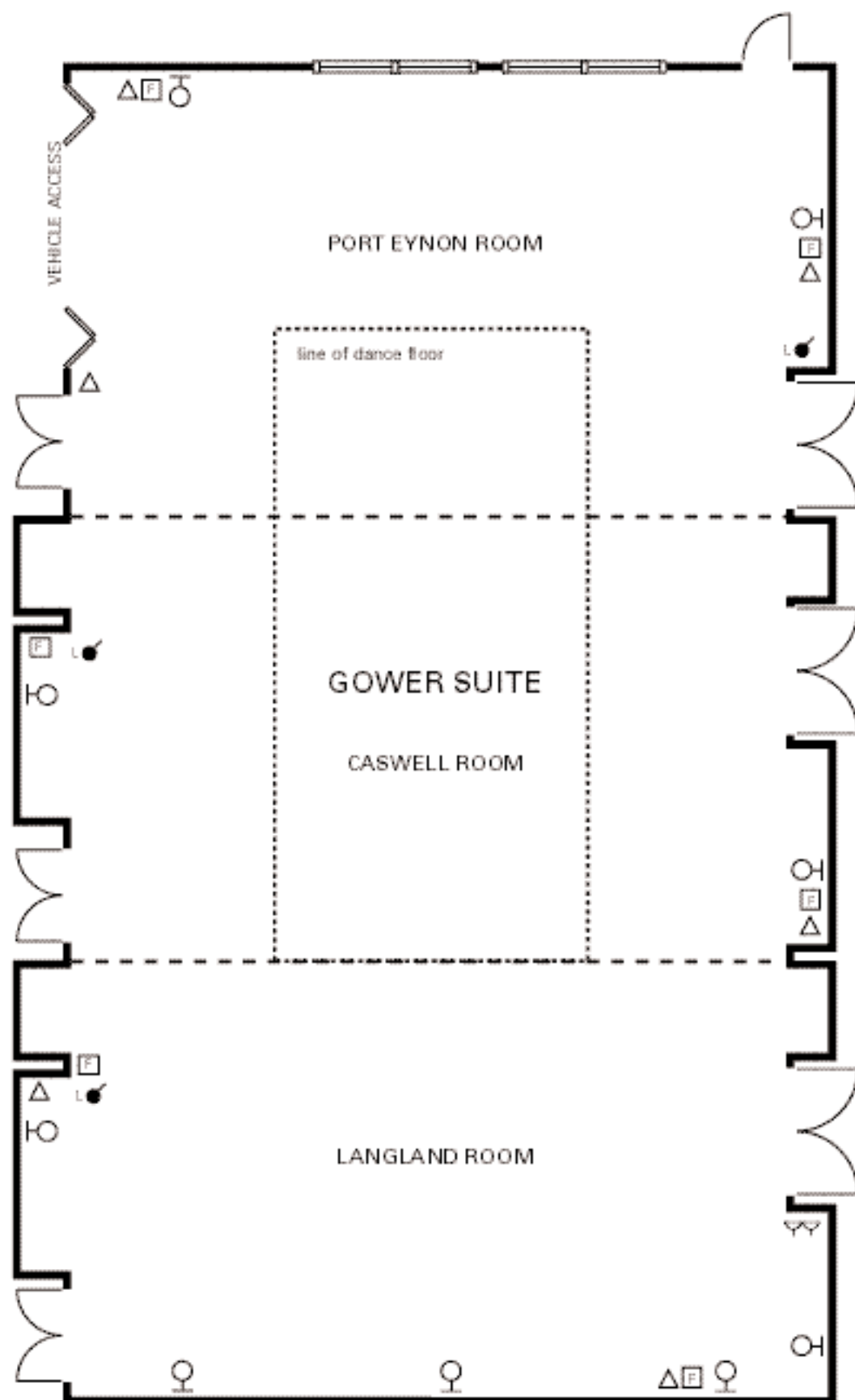
Credit

Credit facilities may be obtained on application to the Hotel (subject to the agreement of the Hotel). Credit facilities must be finalised at least 14 days prior to arrival. When credit facilities are granted and payment is not received within the stated terms, we reserve the right to charge an appropriate rate of interest (3% above base rate) or make a collection charge. All such agreed credit accounts must not exceed their credit at any time.

More facts

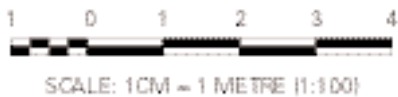
1. Non-residential and residential conference rates are based on a minimum of 10 delegates. For less than 10 delegates, room hire charges apply. Clients with more than 10 delegates can book on a room hire basis if preferred.
2. Enhanced facilities at the Hotel may be available at an additional cost.
3. Availability is guaranteed on receipt of the signed contract and not necessarily as a result of receipt of payment.

All information was correct when going to press (August 2003), but is subject to change without notice.





The **Gower Suite** has its own bar and seating area, a sprung dance floor, air-conditioning, natural light, blackout facilities and if required a PA system.



Gower Suite 1, 2 & 3
LxWxH (M) 21.25 x 12.20 x 3.41

Langland Room 1
LxWxH (M) 12.20 x 7 x 3.41

Caswell Room 2
LxWxH (M) 12.20 x 7 x 3.41

Port Eynon Room 3
LxWxH (M) 12.20 x 7 x 3.41

ROOM CAPACITIES (NO. OF DELEGATES)								
	THEATRE STYLE	BOARDROOM STYLE	U-SHAPE	CLASSROOM STYLE	BUFFET RECEPTION	DINNER DANCE	DINNER	CABARET
GOWER SUITE 1, 2 & 3	250	-	-	120	250	180	200	90
LANGLAND ROOM 1	100	30	30	40	75	-	50	30
CASWELL ROOM 2	100	30	30	40	75	-	50	30
PORT EYNON ROOM 3	100	30	30	40	75	-	50	30

	LIGHTING		TV POINT
	COMFORT COOLING		TELEPHONE/FAX POINT
	POWER POINTS - 13 AMP		WINDOW OR GLAZED SCREEN
	FACILITY BOX - 13 AMP		ACOUSTIC MOVEABLE SCREEN
	WALL LIGHT		FOLDING SCREEN

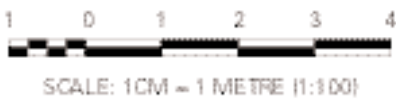




The Tellin Room

The Tellin Room, overlooking the Marina is idyllic for private dining occasions and a variety of meeting room layouts.

The Oyster Room is just the thing for interviewing, boardroom meetings and small presentations.



Tellin Room
LxWxH (M) 7.50 x 6.76 x 2.26

Oyster Room
LxWxH (M) 6.28 x 3.62 x 2.26

ROOM CAPACITIES (NO. OF DELEGATES)								
	THEATRE STYLE	BOARDROOM STYLE	U-SHAPE	CLASSROOM STYLE	BUFFET RECEPTION	DINNER DANCE	DINNER	CABARET
TELLIN ROOM	40	20	15	24	40	-	40	24
OYSTER	15	12	-	10	15	-	10	-

	LIGHTING		TV POINT
	COMFORT COOLING		TELEPHONE/FAX POINT
	POWER POINTS - 13 AMP		WINDOW OR GLAZED SCREEN
	FACILITY BOX - 13 AMP		ACOUSTIC MOVEABLE SCREEN
	WALL LIGHT		FOLDING SCREEN



Marriott Communication Solutions* - In today's world, state of the art communications are vital - both in and out of the office. Now Marriott and leading technology experts STSN have created an exciting new range of IT services for your conferences and special events.

High Speed Internet Connection

- perfect for checking emails and downloading large files
- ideal for training sessions and web based presentations
- enhances exhibition stands and product launches
- improves seminars and company meetings
- makes any event more dynamic and interactive

Video Conferencing

- saves valuable travel time for key executives
- helps reduce corporate travel costs
- invaluable for divisional & company meetings
- ideal for training and interviews

Webcasting

- fully interactive broadcasts, with sound and video
- ideal for annual conferences/financial results
- can be relayed on large screens at major events
- exceptional viewing flexibility for large audiences

Email Kiosks & Internet Cafés

- ideal for checking emails in break-out areas
- can be branded to suit your requirements
- creates a high profile at product launches/exhibitions
- single kiosk or total internet café package options

The Mini Office

- ideal for conference registration desks
- creates instant office/work desk points
- perfect for long stay business assignments

Technical Support

Whatever you want for your event, we can work with you to help you plan for success. The package includes a choice of options to suit your needs, from basic set up and technical support to full event planning and on-site management from start to finish.

*Marriott Communication Solutions is not currently available at all Marriott hotels in the UK. Please contact your hotel of choice to confirm availability.

