



ATLANTIC HOTEL

NEWQUAY

CONFERENCES  
AND MEETINGS

LUXURY BY THE SEA



# THE VENUE

## 4\* Coastal Venue for Conferences.

Beautifully situated in 10 acres of its own lush headland, The Atlantic Hotel is a four-star hotel with unrivaled sea views, a magical history, and a dedicated and experienced team of staff.

The finest facilities await, whether it be a lavish awards ceremony for 300, or an intimate business meeting. Our experienced team are here to guide you every step of the way, to ensure your event is one to remember.



## At a glance...

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Dedicated Events Manager

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Luxury facilities including indoor pool and spa

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Within 10 minutes of Newquay train station and 20 minutes from Newquay Airport

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Capacity for over 500 people

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4 stunning meeting/events rooms

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Complimentary WIFI

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10% off accommodation for day delegates Sunday - Thursday

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Wide selection of locally sourced, delicious menus

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57 beautiful Sea View rooms

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12 exceptional Sea View Suites all with balconies

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Parking arrangements confirmed on booking

# THE ATLANTIC PACKAGES

## SCENIC SEMINAR PACKAGE

Arrival tea and coffee

Two additional servings of tea, coffee, and biscuits

Room hire, projector and screen hire, flip chart, pad and pens, a 2 course buffet lunch, jugs of iced water, WIFI and parking

## COASTAL CONFERENCE PACKAGE

Room hire, projector and screen hire, flip chart, pad and pens

Arrival tea and coffee, working lunch, jugs of iced water, WIFI and parking

## EVENING MINGLE PACKAGE

Room hire (6pm-8pm), projector and screen hire, flip charts, pad and pens, WIFI and parking

Glass of wine or sparkling wine and a selection of canapés (including vegetarian/vegan options available on pre-order request)

## ATLANTIC FULL ENGLISH: BREAKFAST PACKAGE

Room hire (half day), projector and screen hire, flip chart, pad and pens

Arrival tea, coffee and biscuits, jugs of iced water, WIFI and parking

Hot full English breakfast and a selection of English pastries

## SEA VIEW START: BREAKFAST PACKAGE

Room hire (half day), projector and screen hire, flip chart, pad and pens

Arrival tea, coffee and biscuits, jugs of orange juice, jugs of iced water, WIFI and parking

Locally sourced, bacon or sausage sandwich, (vegetarian/vegan options available on pre-order request)



# 24 HOURS AT THE ATLANTIC

Arrival tea and coffee

3 Course Dinner

Two additional servings of tea,  
coffee and biscuits

Over-night accommodation (based  
on 2 people sharing a room)

Two course buffet lunch

\*Single occupancy supplements  
apply

Jugs of water, WIFI and parking

Full English and continental  
breakfast

Room hire for conference/meeting,  
projector and screen, flip chart, pad  
and pens

Additional rooms are available to  
hire (please contact our events  
coordinator for more information)



# 24HR DELEGATE & SCENIC SEMINAR PACKAGE MENU

## OPTION 1

Hot Roasted Chicken Pieces  
Spicey Potato Wedges  
Salsa Dip  
Cheese/Chive Dip  
Vegetable Sticks  
Mixed Salad  
Vegetable Flan  
Warm Baguettes

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Chocolate Eclairs

## OPTION 3

Homemade Chilli Con Carne  
Vegetable Lasagne  
Herbed Rice  
Jacket Potatoes  
Mixed Salad

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Fresh Fruit Platter

## OPTION 2

Homemade Chicken Curry  
Vegetable Moussaka  
Basmati Rice  
Chips  
Warm Baguettes  
Mixed Salad

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Lemon Drizzle Cake

## OPTION 4

BBQ Chicken Breast Pieces  
Mature Cheddar Platters (with Celery,  
Grapes & Chutney)  
Fresh Leek and Onion Flans  
Green Salad  
Fresh Coleslaw  
Jacket Potatoes  
Warm Baguettes

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Zesty Lemon Tart

# PACKAGE MENUS

## CONTINUED

### ATLANTIC FULL ENGLISH: BREAKFAST

Full English Breakfast including:

- Grilled Bacon
- Grilled Pork Sausage
- Fried Tomato
- Fried Bread
- Baked Beans
- Mushrooms
- Fried Eggs
- Selection of Breakfast Pastries

### EVENING MINGLE: CANAPÉ MENU

A selection of the following made canapes: (pre-ordered choice of 3 per person)

- Goats Cheese with Red Currant Crostini
- Cream Cheese and Dill Pastry
- Strawberries dipped in Chocolate
- Ham and Cheese Whirls
- Feta with Spring Onion and Chilli Crostini
- Mozzarella Tomato Bites
- Parmesan and Bacon Bites
- Brie and Cranberry Crouton
- Ham and Olive Puffs



### COASTAL CONFERENCE PACKAGE

Selection of sandwiches, including vegetarian options, potato crisps, mixed salad

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Lemon Drizzle Cake

- Dietary requirements must be confirmed in advance

# ACCOMMODATION

Our 57 bedrooms range from our Classic Doubles to our Balcony Suites with private balconies, super deluxe memory foam mattresses, sofas, 42" plasma TV's, spacious bathrooms, baths, double sinks, fluffy robes, slippers, toiletries, tea and coffee facilities, safe and mini bar.

All delegates can enjoy 10% off on accommodation on the day of the event, only when not included in one of our packages for our sea view bedrooms.

Sunday - Thursday, including full access to our relaxing leisure facilities.







# CONFERENCE ROOM SET UP



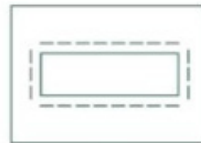
## Conference Room Set Up



Theatre



Classroom



Boardroom



Dinner Dance



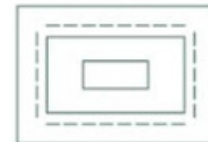
Banquet



Cabaret



U-Shape



Hollow Square



# ATLANTIC CONFERENCES

## TERMS AND CONDITIONS

The details outlined in our booking confirmation form the basis of your booking at The Atlantic Hotel. Any amendments to the arrangements for the day itself must be notified to us in writing no later than 7 working days prior to the commencement of your event. A 25% deposit is required to confirm all bookings.

**A Day Delegate** eight hour rate is deemed to include coffee on arrival and two breaks for tea and coffee including biscuits; a lunch or buffet; room hire and equipment as detailed. (The details of each package vary and please ensure you inform the hotel of the conference package you wish to have).

**A 24 Hour Rate** includes the 8 hour package plus a 3 course dinner including a vegetarian choice, full English buffet breakfast and accommodation.

### Final numbers

You are asked to offer the clearest possible indication of numbers at the time of booking. A clearer picture will have emerged by the time we meet to discuss final arrangements but we ask that you keep the Atlantic Hotel informed about any fluctuations in numbers. The initial figure you provide will be treated as the contracted number in the event of a cancellation (see below). The final numbers to be catered for must be notified to us 14 days prior to the event and is the minimum number for which you will be charged. If you have any increases after the 14 days in advance, let us know and we will treat each change on an individual basis.

### Cancellations

The Atlantic Hotel reserves the right to charge the following sum for any loss of income due to cancellation, non-arrival, or substantial reduction in the numbers confirmed for services as follows, unless a booking is obtained for the same dates from a third party on no less favourable terms.

### Payment dates

To secure the payment, we will require a 25% deposit of the expected final bill based upon the information provided on enquiry. All final payments will then be due 14 days prior to the event.

All payments are non-refundable and non-transferrable.

In all instances, notification of cancellation must be made in writing and will be effective on the date received by The Atlantic Hotel. Please note all rates are inclusive of VAT.

### Security

We regret that we cannot be responsible for the security of your property, although we will do all we can to look after it. Any materials, mechanical or electrical

equipment brought in by you, or at your request, must be brought to the attention of the hotel in writing and must comply with all Health and Safety and Fire Legislation, including P.A.T Testing. In the unlikely event there are any problems, you will be liable for any damage or injury arising from the use of such equipment.

### Care of Goods

The hotel will assist the client, where reasonably possible, with the storage of goods, however, the hotel does not accept any liability for the loss or damage to any item left in storage. Cloakrooms may be provided for the convenience of clients and guests, but any goods are deposited at the owner's risk and without any liability on the part of the hotel.

### External Suppliers

If you would like to hire in any external suppliers for any purposes, please may we ask you to inform us in advance and supply the company's Public Liability Insurance. This is to ensure the safety of all parties.

### Liabilities

Other than the death or personal injury caused by the negligence of the hotel, its managers and staff will not be liable for any loss, damage or expense to any person, or thing, however caused.

### Food and Beverages

We are happy to say that we do our utmost to cater for all dietary requirements and to ensure that all delegates have access to the food that they require. Please provide information of all dietary requirements 14 days in advance to your event. Buffets are unable to be left to guests for more than one hour unless a disclaimer is signed. Please let us know in advance if you would like to arrange this. No food is to leave the premises.

### Corkage

No wines, spirits, beers or food may be brought into the hotel or its grounds by the client, guests or representatives for consumption or sale on the premises. The Hotel operates a Non-Corkage Policy, this includes wedding favours.

**Confirmation of these Terms and Conditions is also confirmation of our Terms and Conditions included in our Hotel and Tariff Brochures.**

**Please contact us for copies.**

# HOW TO MAKE A BOOKING



Post the enclosed booking form to:

Events Team  
The Atlantic Hotel,  
Dane Road,  
Newquay,  
Cornwall  
TR7 1EN



Call us on:  
(01637) 872244



Email us on:  
[events@atlantichotelnewquay.co.uk](mailto:events@atlantichotelnewquay.co.uk)

[www.atlantichotelnewquay.co.uk](http://www.atlantichotelnewquay.co.uk)







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NEWQUAY

## BOOKING FORM

Please complete and return this page as soon as possible.

Email: [events@atlantichotelnewquay.co.uk](mailto:events@atlantichotelnewquay.co.uk) or Telephone: 01637 872244

I/we have read and understood the Terms and Conditions in this brochure and agree to abide by them.

Type of Event

Daytime Telephone

Position in Company

Company Name

Mobile Telephone

### PUBLIC LIABILITY

I/We have informed the hotel that I/we will receive a liability/insurance notice for my event and will supply this to the hotel one month before the date of my event/conference/training/meeting.

Address

Email Address

Date of Event

Signed

Employee/ Customer Name

Print Name

Signature

Signature

Date

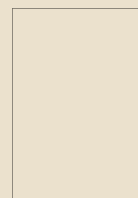
Print Name

Print Name



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Deliver to:  
The Atlantic Hotel,  
Dane Road,  
Newquay,  
Cornwall  
TR7 1EN



# ROOM HIRE 2023

We have a selection of rooms fit for any conference or event, from our elegant Sea View Tea Lounge to our Ballroom. All room hire rates are negotiable depending on requirements.

## Café Atlantic

Sea views, and seating for up to 70 people

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Up to 20 people - £200

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20-50 people - £250

## The Tea Lounge

A light, elegant room, with panoramic sea views, and situated in a quiet part of the hotel, seating up to 100 people.

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Up to 25 people - £250

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25-50 people - £300

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50-100 people - £350

## The Grand Ballroom & Sun Terrace

Seating up to 500, our grand ballroom, with its magnificent décor, offers one of the largest spaces in Cornwall, perfect for award ceremonies, fairs and larger conferences. Our sun drenched terrace offers an outside space with gazebo and seating to enjoy panoramic sea views.

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Up to 500 people - £1500 (dependent on dates & numbers)

\*Subject to availability, T&C's apply



## Extra Equipment Requirements

Projector and Screen Hire £50

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Flipchart, pad and pens (max of 3) £15

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Microphone & Speakers Hire P.O.A

## Day Delegate Pricing

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Coastal Conference: £27 pp

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Scenic Seminar: £35 pp

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Sea View Start: (Breakfast) £20 pp

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Atlantic Full English: (Breakfast) £24 pp

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Evening Mingle: £20 pp

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24hrs Delegate: £195 pp / £50 for a

double room with single occupancy

Email: [events@atlantichotelnewquay.co.uk](mailto:events@atlantichotelnewquay.co.uk) or Telephone: 01637 872244



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