

# KING MALCOLM HOTEL CONFERENCE PACK



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Dunfermline  
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Tel: 01383 722611

E-mail: [events@kingmalcolm-hotel-dunfermline.com](mailto:events@kingmalcolm-hotel-dunfermline.com)

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King Malcolm Hotel



Executive Double Bedroom



Richmonds Restaurant

Set in a quiet residential area on the outskirts of Dunfermline and only a short drive across the Forth Road Bridge from the heart of Edinburgh, the King Malcolm offers an attractive base when visiting the East of Scotland.

Superbly located for access to the M90 motorway, and both the local and main line train stations of Dunfermline and Inverkeithing, the Hotel is perfectly situated for those wishing to explore the local countryside or venture into Edinburgh. Leisure guests can explore the ancient town of Dunfermline with its picturesque Abbey and parks.

The Hotel offers:

- 48 en-suite bedrooms
- Executive rooms with Super-King sized Beds, Freeview TV, ironing centres, bathrobes, slippers & complimentary mineral water
- Complimentary WI-FI throughout the Hotel
- Richmonds' Restaurant, two bars & a relaxing lounge area
- Three conference rooms
- Ample free car parking
- Equipment for conferences

At the King Malcolm we understand the importance of time and it is for this reason that we take great care to ensure we keep to your tight schedule and requirements. Our trained Events Team is available throughout your stay to ensure your objectives are fully met.

In this pack you will find all the information you require to organize the perfect meeting for your business.

Should you require further information or wish to visit the Hotel please do not hesitate to contact the Events Team

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## The Malcolm Suite

The Malcolm Suite is the ideal location for larger meetings or seminars as it can accommodate up to 150 delegates. With air-conditioning and natural daylight, it creates the perfect atmosphere to ensure your guests have a productive day.



### Lay Outs Available

Lay Outs Available	Capacity
Classroom	50
Boardroom	60
Theatre Style	150
U-Shape	60
Cabaret	60

If you have a specific lay-out in mind that has not been mentioned above, the Events Team will help you accordingly.

Length	Width	Height	Area
16.00	10.40	2.75	166

### Room Hire Costs

Full Day (9.00am – 5.00pm)	£250.00
Half Day	£150.00

There is a large amount of equipment available for all conferences, this includes:

Flipcharts, Overhead Projector and Screen	£10.00 per item per day
Digital Projector	£90.00 full day / £50.00 half day
Audio System (only available in Malcolm Suite)	£50.00
Conference Phone	£10.00 per day

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## The Dunkeld Suite



The Dunkeld Suite is situated on the ground floor and is suitable for smaller more intimate meetings. It benefits from natural day light and has a patio area outside for delegates to enjoy in the summer. The patio doors also allow for easy access from the car park with any equipment or paperwork you may have.

### Lay Outs Available

Classroom

20

Boardroom

20

Theatre Style

40

U-Shape

15

Cabaret

16

If you have a specific lay-out in mind that has not been mentioned above, the Events Team will help you accordingly.

Length	Width	Height	Area
5.50	6.40	2.40	35

### Room Hire Costs

Full Day (9.00am – 5.00pm) £120.00

Half Day £75.00

The Dunkeld also has its own pull down screen, and any other equipment required can be transported into the area.



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## The Abbey Suite



The Abbey Suite is situated on the first floor and holds a large boardroom table, refreshment station and a drop down screen. This room is ideal for smaller meetings of 15 or less.

Length	Width	Height	Area
5.50	6.40	2.40	35

### Room Hire Costs

Full Day (9.00am – 5.00pm)	£120.00
Half Day	£75.00

Additional equipment can also be moved into the room.

## Daily Delegate Packages

Our daily delegate packages have been set-up to cover all your conference needs. They are available for groups of over 10 delegates.

### Bronze Package

This includes:

- Arrival Tea & Coffee with Homemade Shortbread
- A second serving of Tea & Coffee
- Buffet Lunch
- Room Hire & Equipment Hire

### Silver Package

This includes:

- Arrival Tea & Coffee with Pastries
- Mid-Morning Tea & Coffee with Homemade Shortbread
- Afternoon Tea & Coffee with Cakes
- Buffet Lunch
- Room Hire & Equipment Hire

### Gold Package

£31.00 per person

This includes:

- Arrival Tea & Coffee, Jugs of Fresh Orange Juice & a bowl of fresh fruit
- Mid-Morning Tea & Coffee with Homemade Shortbread
- Afternoon Tea & Coffee with Cakes
- Two course lunch in Richmonds Restaurant
- Room Hire & Equipment Hire

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## Conference Catering

If you would like your conference to be tailor made to your company's needs, have a look at the delicious menus and fantastic prices below the King Malcolm has to offer.

### Buffet Lunch

Choose one of our specially compiled Buffet Menus to create a more relaxed atmosphere to enjoy your lunchtime break.

#### Buffet Menu 1      £6.95 per person

Soup of the Day served with Assorted Sandwiches, Tea & Coffee

#### Buffet Menu 2      £8.25 per person

Assorted Sandwiches

Vegetable Pakora

Chicken Satay

Spicy Potato Wedges

Selection of Cold Meats & Quiche Platter

Bowls of Coleslaw & Mixed leaves with Dressing

### Buffet Menu 3

#### £8.95 per person

Open Sandwiches

Onion Bhajjis

Fruit Kebabs

Spicy Chicken Drumsticks

Garlic Bread

Ceaser Salad, Rice Salad & Tomato Salad

Spicy Potato Wedges

### Buffet Menu 4

#### £9.95 per person

Assorted Sandwiches

Chicken & Salad Wraps

Sausage Rolls

Homemade Pizza

Stuffed Mushrooms

Curly Fries

Bowls of Pepper, Tomato Salad &

Mixed Leaves with Dressing

Dessert of the Day

Tea & Coffee or a Soft Drink can be added to all menus for an extra £1.50 per person



### Two Course Lunch

#### £9.50 per person

Our Chef will put together a two course Lunch Menu to suit your catering needs.

The menu will include:

1 starter & 1 soup

~ ~ ~

3 main dishes (meat, fish & vegetarian)

OR

3 main dishes (meat, fish & vegetarian)

~ ~ ~

2 desserts

To book one of our conference rooms or for more information, please do not hesitate to contact our Events Team or e-mail your enquiry and one of our staff will get back to you at the earliest possible convenience

King Malcolm Hotel, Queensferry Road, Dunfermline, FIFE, KY11 8DS

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