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# CORPORATE & PRIVATE FUNCTIONS



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*All prices exclude VAT*

## DELEGATE TARIFF

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### DAY DELEGATE RATE

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£34.00 per person

Arrival Tea, Coffee & Pastries  
Mid Morning Tea & Coffee  
Homemade Soup & Selection of Sandwiches  
Afternoon Refreshment of Tea & Coffee  
Bottled Water  
Complimentary WI FI

Conference Pads & Pens  
Data Screen & Projector  
Flipchart & Pens  
On site Car Parking  
Room hire of Conference suite & Catering suite

### 24 HOUR DELEGATE RATE

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£150.00 per person

Arrival Tea, Coffee & Pastries  
Mid Morning Tea & Coffee  
Homemade Soup & Selection of Sandwiches  
Afternoon Refreshment of Tea & Coffee  
Bottled Water  
Complimentary WI FI

Conference Pads & Pens  
Data Screen & Projector  
Flipchart & Pens  
On site Car Parking  
Room hire of Conference suite & Catering suite  
Overnight stay including breakfast

Menu upgrades available:

Steak & Ale Pie served with Mash & Vegetables ~ additional £5.00 per person

Thai Green Curry served with Fragrant rice ~ additional £5.00 per person

*Please note due to the presence of allergens in our Kitchen we are unable to guarantee their absence on our menu, before you order please ask staff if you need to know ingredients.*

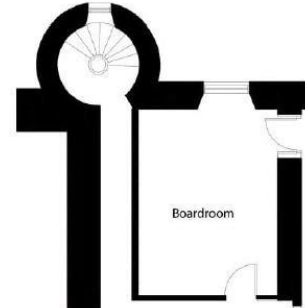
*All prices exclude VAT*

## FUNCTION SUITES

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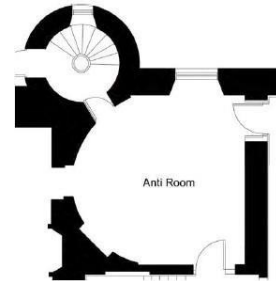
### BOARDROOM 14m<sup>2</sup>

The Boardroom is the smallest meeting room we have, perfect for interviews, private dining and one to one meetings. This room comfortably accommodates up to 8 guests boardroom style.



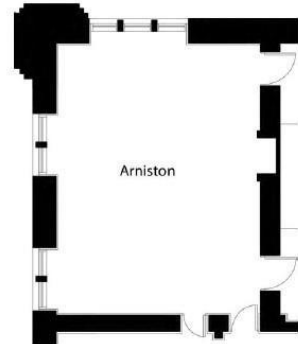
### ANTE ROOM 22m<sup>2</sup>

The Ante Room is modest in size but is perfect for intimate meetings or use as a breakout room; it also has access to our south lawn via the turret stairs.



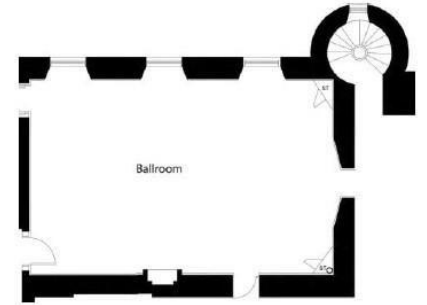
### ARNISTON 72m<sup>2</sup>

The Arniston Room is a classic bright room which is perfect for a medium sized meeting of up to 30 people or private dining for up to 24; featuring large Georgian windows giving natural light.



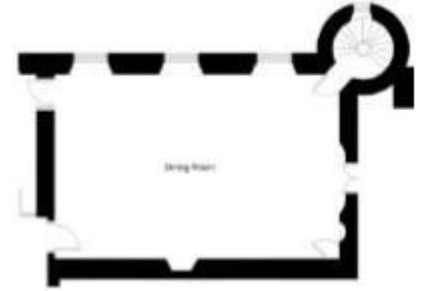
## BALLROOM 112m<sup>2</sup>

One of our largest meeting rooms, it is both elegant and spacious. It is very tranquil room which faces onto the south lawn with views of the fountain and the River North Esk. The ballroom is adjoining the ante room which can be used for a breakout room



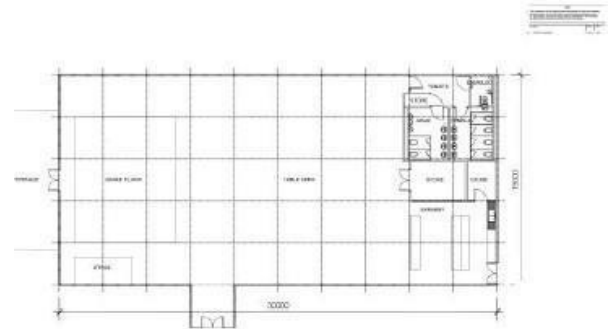
## VISCOUNT 112m<sup>2</sup>

Our multifunctional meeting room is bathed in natural light, located upstairs in the Castle it oozes with elegance and is perfect for all styles of meetings, private dining and evening.



## MARQUEE 375m<sup>2</sup>

The fully fitted and heated pavillion marquee is available for larger events, dinners and exhibitions. Complete with internal kitchen and WC facilities.



Set Up Style	Ballroom	Ante Room	Arniston	Boardroom	Viscount	Marquee
Banquet	70	8	24	8	70	230
Boardroom	40	8	24	8	40	/
Cabaret	40	5	18	/	40	120
Classroom	32	2	10	/	32	/
Theatre	100	10	40	/	100	230
U-Shaped	50	6	24	/	50	150

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## ACCOMODATION

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Melville Castle provides accommodation within the elegance of an 18th century castle. With thirty three en-suite bedrooms, accommodation ranges from grand four posters, gallery suites to intriguing loft bedrooms. Classically furnished bedrooms are complete with crisp linen sheets, fluffy white towels and enchanting views of the surround woodland. The following morning, a wholesome full Scottish or continental breakfast will be served to you and your guests.

Room Name	Rooms	Single	Double	Twin	Family
Classic	23	1	10	7	4
Superior	9	-	8	-	1
Suite	1	-	1	-	-

## CHECK IN AND CHECK OUT

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Guests may check into their rooms from 3pm. We request that guests are checked out and able to depart from the castle by 11am the following morning. This is to enable our staff to turn around rooms prior to the next check in. If you require an earlier check in, please check availability.

To check availability or further information please do not hesitate to get in touch. One of our events coordinators will be more than happy to guide you through your event.