

conferences and meetings

Orocco Pier's dedicated events facility, 'fuchsia' is ideally suited for a wide range of conferences. We understand that by its very nature, a conference is important to the participants. For this reason we employ a dedicated events team who pay special attention to all the details. We also have the Orocco room available for conferences and meetings.

Hopefully the information below will answer any questions you may have about our conference packages. If you have any further questions or would like a tour of our facilities, please don't hesitate to call our events team on **0870 118 1664**.

fuchsia

(minimum of 25 people for quarter and half day packages and 15 for full and 24 hour packages)

Fuchsia is a fully private room and can be set up for conference, boardroom or theatre use.

OROCCO ROOM (minimum of 10 people)

Orocco room is a semi-private room and can be set up for conference, boardroom or theatre use.

equipment available

- Wi – Fi
- Lectern
- Two flip charts
- Pencils and writing pads
- Fixed, ceiling mounted data projector*
- Electric projection screen*
- Playback through data projector*
- Two cordless microphones with table stands*
- Full PA system with 6 small and 2 large speakers*
- Background music system*
- Computer for programmed music playback*
- Duty manager to assist in operating equipment
- Call button/page phone*

* Only available in Fuchsia.

facility charges

All packages below include room hire and use of equipment. Prices are per person.

quarter day package (8am-12noon)

Bacon roll with tea and coffee on arrival.
Pastries, tea and coffee for morning break.
Mineral water and fruit juice throughout the day.

Delegate rate: £26

half day package (9am-2pm)

Bacon roll with tea and coffee on arrival.
Pastries, tea and coffee for morning break.
Mineral water and fruit juice throughout the day.
Two course or buffet lunch with tea and coffee.

Delegate rate: £36.95

full day package (8am-5pm)

Bacon roll with tea and coffee on arrival.
Pastries, tea and coffee for morning break.
Mineral water and fruit juice throughout the day.
Two course lunch with tea and coffee.
Pastries, tea and coffee for afternoon break.

Delegate rate: £41.95

24 hour delegate package

Includes full day delegate package as detailed above, accommodation, evening meal and a 125ml glass of wine.

Delegate rate: £149.95

All prices are inclusive of VAT.

accommodation

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Orocco Pier is a spacious, innovative and contemporary bar and dining room with 17 state-of-the-art bedrooms and extensive events facilities all boasting panoramic views out over the Firth of Forth.

When an event is confirmed with us, clients are able to block book all of our accommodation rooms for that night. Please ask for further details.

accommodation corporate rates:

Single room en-suite from	£75
Executive single room en-suite	£80-90
Double room en-suite from	£120
Executive double room en-suite	£140
Family room en-suite	£160

All rates include full Scottish Breakfast and are inclusive of VAT at the standard rate.

Many of our rooms have open views to the river and bridges as well as a fantastic array of features designed to make your stay more comfortable.

- Television, DVD* and CD* players
- Guest DVD collection available
- Direct dial telephones
- Wi-fi and Ethernet broadband access
- A comprehensive mini-bar*
- Scene setting fibre optic lighting*
- Luxury en-suite bathrooms with showers
- Luxurious towels
- A toiletries pack from Molton Brown
- Personal safes
- Goodie chest with snacks and sweets*
- Personal safes
- Extensive mini bar*
- Powerful hairdryers
- Ironing board and iron

*not available in every room

below are some important points of interest regarding your confirmation details and our reservation policy:

We operate a **48 hour cancellation policy** from the day of arrival.

Full payment of your reservation will be chargeable to any cancelled rooms within this time.

We have on street parking available with free public parking facilities close by.

Check-in time is 4pm and check-out time is 11am.

Early check-in's cannot be guaranteed but we will do our best to accommodate our guests, however it is advisable that if you would like to check-in early to book a room the evening before.

Visit our location page on our current website at www.oroccopier.co.uk find a detailed map of our unique location.

- We operate a **strict no smoking policy** in all our bedrooms.
- **Pets are not permitted** on the premises.
- **Weekend bookings are advised that we have a vibrant bar and restaurant trade.**
- **Bookings are to be confirmed with a currently accepted credit or debit card details.**
- We accept most major credit cards except Diners card.
- An imprint will only be taken from the card and no sale will be made until your arrival/cancellation.

we look forward to welcoming you to Orocco Pier.

terms and conditions for booking your conference at oroocco pier

terms and conditions

confirmations: A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days, Orocco Pier requires written confirmation and a non-refundable 10% deposit. The booking is confirmed on receipt of the deposit and a signed copy of these terms and conditions.

payment: Four weeks before the date of the event a pro-forma invoice will be issued for the final total. Settlement of this is required two weeks prior to the date of the event. Any additional costs must be settled the day after the event.

cancellations: Should you have to cancel your booking or change your date a charge may be made, calculated as a percentage of the total booking value, according to the scale highlighted below:

Cancellation period	Percentage
12 – 6 months before the event	50%
3 – 6 months before the event	70%
1 – 3 months before the event	85%
One month before the event	100%

The client should confirm all cancellations in writing. Cancellation will be effective from the date of receipt of written confirmation. Any costs incurred for a particular event, that otherwise would not have been incurred, will be charged in the event of cancellations unless Orocco Pier is able to mitigate their loss. The cancellation cost is based on an estimated costing from the numbers given to us.

reduction in numbers: Orocco Pier reserves the right to set a minimum number to be charged for the event. Approximate numbers must be confirmed in writing to the hotel at the time of the booking. It is this figure, which will act as the minimum number of guests to be paid for, or the minimum number specified by the hotel, whichever is the greater. Final numbers and special dietary needs must be given to the Orocco Pier at least 10 days before the event. Deposits are non refundable and non transferable. All deposits will be lost should the date of the event be changed.

VAT: All prices are inclusive of VAT at the prevailing standard rate.

interest: Interest on overdue invoices shall accrue from the date when the payment becomes due, from day to day until the date of the payment, at a rate of 4% above Orocco Pier's bank base rate from time to time in force and shall accrue at such a rate after, as well as before any judgement.

damage: The client is responsible to Orocco Pier for any damage or loss of business caused or loss of business by the client or his guests, agent, employees etc. Clients are able to have fuchsia decorated for their event, however we respectfully request that only 'blue-tack' is used on any surface.

due diligence: No wine, spirits or food products may be brought into Orocco Pier by clients or guests for the consumption on the premises.

event brochure information: All information and prices were correct at the time of printing, and are subject to change without prior notice. Orocco Pier cannot accept responsibility for any errors or omissions, all arrangements featured in this brochure are subject to availability. We will make every effort to provide everything of your choice, if however due to the seasonal availability of certain produce we are unable to supply something we will advise you as soon as possible to discuss a substitute alternative.

data protection act: Any information supplied to Orocco Pier is held in accordance with the Data Protection Act 1984 and may be used by Orocco Pier to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisation. If you would prefer not to be updated by our mailing, please write to us, giving your full name and current postal address with postcode.

Signature:

Date: