



GALLERY  
BY  
SOFITEL

# MEETINGS

AT CASTLE HOTEL  
WINDSOR



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## WELCOME TO CASTLE HOTEL WINDSOR

One of the most elegant buildings in Windsor, Castle Hotel is situated in the heart of the historic royal town and presents a unique and memorable venue for any kind of meeting or event.

Having started life as the humble Mermaid Inn in 1528, it gained a Royal Warrant a hundred years later, making it an official posting inn. Renamed The Castle after a century of success, the hotel was soon regarded as one of the finest inns in the area, a reputation it retains today more than ever.

Following extensive renovation, Castle Hotel of today is an exceptional boutique venue with all the charm and character of its history preserved. Whether you're hosting an elaborate conference, private board meeting or team building sessions, the hotel provides the perfect – and easily accessible – location for a successful event, with a wide choice of sumptuous accommodation.

# INSPIRING MEETING SPACES

## STEEPED IN HISTORY AND SOPHISTICATION

Castle Hotel Windsor offers no fewer than 12 flexible meeting spaces, crowned by the spectacular Windsor & Georgian Suite, the largest and most historic ballroom in the town, which in its rich past has welcomed royalty and aristocracy to gather under its vaulted ceilings and magnificent chandelier.

Conferences can be accommodated with ease and in true Georgian style with its capacity of 400 guests. A further 11 superbly appointed meeting rooms offer the flexibility to host every event on your agenda. Whichever space you choose, you'll receive the highest levels of attention to detail, and the knowledge and experience of our friendly staff, all set against the backdrop of our historic and truly beautiful hotel. Your dedicated meeting planner will help organise every aspect of your day: asking the right questions to find out what's important to you and taking ownership on the day to ensure everything runs smoothly and successfully.

We invite you to experience Castle Hotel Windsor first-hand and we would be delighted to offer you a personal tour of this unique venue.

### Meeting room facilities

	Theatre	U-shape	Boardroom	Classroom	Banquet	Cabaret
Windsor & Georgian	400	60	50	150	300	160
Windsor	260	60	50	100	190	120
Georgian	80	30	24	40	72	40
Balmoral	80	30	24	40	72	40
Sandringham	80	30	24	40	72	40
Hampton & Chatsworth	30	–	20	–	–	–
Blenheim	–	–	16	–	16	–
Hampton	–	–	10	–	–	–
Chatsworth	–	–	10	–	–	–
Holyrood	–	–	10	–	10	–
Warwick	–	–	6	–	–	–
Lodge	–	–	4	–	–	–



# FLEXIBILITY FOR EVERY EVENT

We offer a range of fully inclusive, flexible packages that can be tailored around your individual meeting requirements. Our day delegate and 24-hour delegate packages\* include:

- A personal welcome from your dedicated meeting host.
- Your meeting space fully set up for your event with complimentary mineral water and meeting stationery, plus coffee and speciality teas on arrival, to ensure a prompt start.
- A range of the finest refreshments throughout the day, for example our speciality teas, at the times specified by yourself.
- The option of coffee and a light accompaniment at the end of the day.
- Fresh and healthy lunch menus – seasonally adjusted and prepared to your own dietary requirements.
- LCD projector, screen and flipchart with user guide, full on-site support and free wifi
- A convenient 'one bill' account covering all items.

We believe that your meeting should be unique to you and your guests. We invite you to speak to our conference team to discuss your individual tastes and requirements.

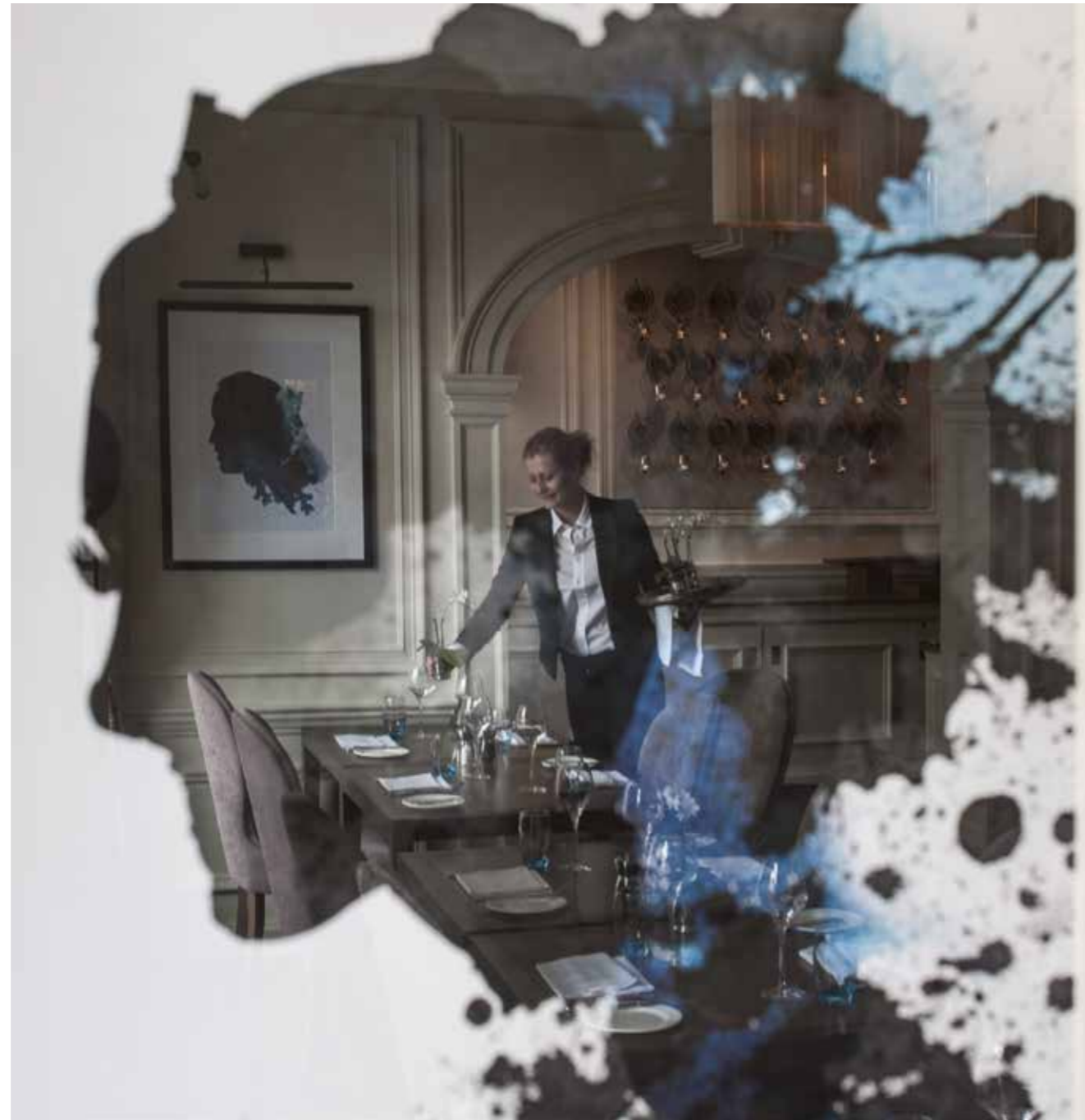
\*includes dinner, bed and breakfast for single occupancy in a Classic room.

# REFRESHING IDEAS

## WITH FRESH, VARIED, QUALITY CUISINE

To keep your guests refreshed, refuelled and motivated, we offer a variety of the finest quality food and refreshments.

- We create innovative menus, always based on your own personal tastes and ideas. Simply let us know the type of refreshments you favour, and our chefs will set to work.
- Our memorable menus reflect the season and offer a fine balance of flavours using locally sourced ingredients where possible.
- A blend of traditional favourites with wholesome and healthy options ensures that your whole party will be satisfied and ready for the demands of your event.
- A range of dining options for evening meals is also offered, from the restaurant to private dining.



# A MEMORABLE MOMENT

## TO MAKE YOUR EVENT UNFORGETTABLE

If time allows, your delegates can partake in a unique experience: Castle Hotel Windsor's Memorable Moment of an idyllic picnic on England's most iconic river, the Thames.

They'll be transported in style, on their own private boat, setting sail from Windsor and gliding leisurely past some of the town's most renowned landmarks. En route to Bray Marina, in its delightful country park setting, they'll choose when to open their Castle Hotel hamper and delight in the wonderful selection of treats, both food and drink, that we've packed for them with our compliments.

Due to its exclusive nature, our Memorable Moment is subject to availability and must be pre-booked as an additional extra per person. Please check with the hotel for prices, terms and conditions. For maximum 12 delegates.

## A UNIQUE MEETING VENUE IN AN UNRIVALLED LOCATION

### Hotel facilities at a glance:

- 12 meeting rooms
- 108 bedrooms and suites
- Championship golf nearby
- Central location in the heart of Windsor
- Onsite car parking

### Close by:

- Windsor Castle
- Windsor Guildhall
- Eton College
- Savill Garden
- Legoland
- Windsor Great Park
- Ascot and Royal Windsor racecourses
- Thorpe Park
- River Thames



## BOUTIQUE ACCOMMODATION FOR YOUR RESIDENTIAL MEETING AND EVENTS

Each of Castle Hotel's 108 bedrooms, including five exquisite suites, has been beautifully decorated to follow the Georgian elegance of the hotel and provide a refined take on contemporary design.

Guests can enjoy a tranquil environment of soft colour palettes and neutral shades while a range of accessories including complimentary high-speed WiFi, luxurious Lanvin toiletries, bathrobes and Nespresso machines\* ensure a truly relaxing stay.

\*only available in Superior rooms and Suites.

# ACCORHOTELS PROGRAMMES

MGallery by Sofitel is part of AccorHotels, which means that you can benefit from a number of programmes designed to bring you additional benefits and advantages.

## Le Club AccorHotels

Register to join Le Club AccorHotels, our free loyalty programme, and you'll be rewarded every time you stay at more than 2,500 hotels worldwide.

Points can be redeemed for rewards and used any time, anywhere – or you can convert them into airline miles.

## Le Club AccorHotels Meeting Planner

The Le Club AccorHotels offer for meeting planners gives you outstanding benefits in 1,400 hotels around the world including Sofitel, MGallery by Sofitel, Pullman, Novotel, Mercure and ibis Styles hotels worldwide:

- Earn Le Club AccorHotels points with every event.
- Gain rewards and recognition with every meeting at any of our Sofitel, MGallery by Sofitel, Pullman, Novotel, Mercure and ibis Styles hotels worldwide.
- €2 = 1 Le Club AccorHotels point.
- Enjoy rewards valid 365 days a year at over 2,500 hotels.
- Convert your Le Club AccorHotels points into airline miles through a variety of frequent flyer programmes.
- Benefit from other advantages from our partners.

For more information and to register, visit [www.accorhotels.com](http://www.accorhotels.com)

## AccorHotels Business Account

The hotel payment account that puts your business first: our AccorHotels Business Account makes managing your hotel expenditure easy. Designed to give you all the control and convenience you need, it enables you to:

- Guarantee reservations
- Pay for accommodation at over 180 UK hotels
- Pay for food and drinks
- Pay for meeting rooms\*
- Select from luxury to low-cost hotels to suit every budget

And the benefits don't stop there. Once registered for the AccorHotels Business Account you'll receive up to 45 days' interest-free credit, monthly management reports and instant online access to your account including access to the previous 12 months' transactions. Apply for your free hotel payment card today at [businessaccount.accorhotels.com](http://businessaccount.accorhotels.com)

\*Terms and conditions apply. The AccorHotels Business Account is designed for small meetings and cannot be used to pay deposits.



# CONTACT US

For further information on Castle Hotel Windsor and to discuss your meeting requirements please contact:

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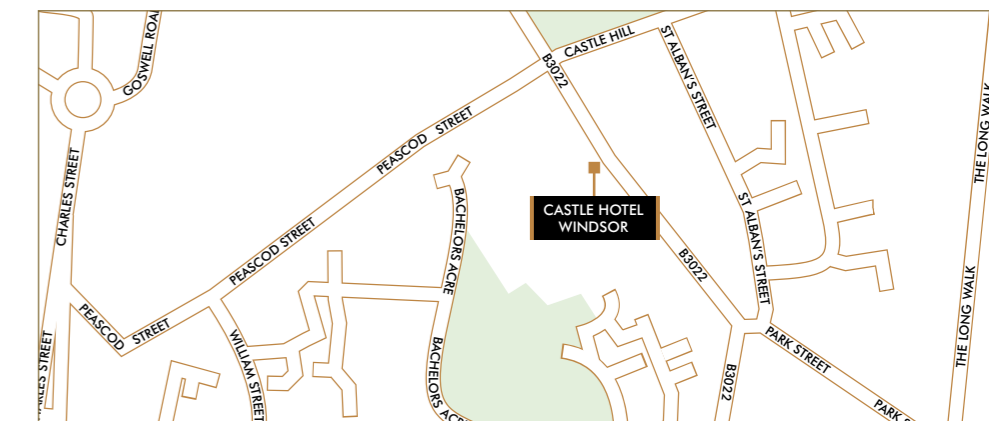
## Arriving

**By road:** Via the M4, exit at Junction 6 and take the A332 to Windsor. Continue past the turn for the town centre, then at the first large roundabout take the first left onto Clarence Road. Continue straight on through the sets of traffic lights and the roundabout, where you reach Victoria Street. At the T-intersection turn left onto Sheet Street and follow it around onto High Street and you will see the hotel on the left, opposite Windsor Guildhall.

**By rail:** Windsor & Eton Central Rail Station, 0.2 miles (approximately 2 minutes)

**By air:** London Heathrow Airport, 12.3 miles (approximately 19 minutes)

**By boat:** Windsor & Eton Riverside Station, 0.4 miles (approximately 4 minutes)





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