



**Conference & Banqueting**

Situated in the heart of Scotland’s dynamic capital city, the Sheraton Grand Hotel & Spa is one of Edinburgh’s leading meeting and conference destinations. Our meeting rooms and suites are awash with natural daylight, boast state-of-the-art technology and can host a diverse range of events, with capacities of up to 500.

From beautiful boardrooms to the impressive Edinburgh Suite, the city’s biggest hotel venue, we have a room for every event. Our experienced, knowledgeable team can help you organise the perfect meeting, seminar, conference, product launch and more, taking care of everything from the AV to the catering. With five star service, in a five star setting, the Sheraton Grand means business.

**ROOM CLASSIFICATIONS**

<b>Function Rooms</b>	<b>Sq. m</b>	<b>Boardroom</b>	<b>Theatre</b>	<b>Banquet</b>	<b>Reception</b>
Edinburgh Suite	500	120	500	500	500
Melville Suite	80	40	90	70	70
Glenkinchie Room	48	24	45	40	40
Talisker Room	40	20	40	30	30
Dalwhinnie Room	33	20	40	30	30
Lochnagar Room	40	22	30	30	30
Stevenson Room	35	14	/	/	/
Mackintosh	32	14	/	/	/
Wallace Suite	96	40	90	60	70
Macgregor Suite	79	30	70	/	50
Grill Room	115	40	70	80	100

# FACT SHEET

Providing an extensive range of conference and banqueting menus, the Sheraton Grand Hotel & Spa can cater for all dietary requirements.

## Daily Delegate Rates

The Daily Delegate Rate starts from £59 per person per day and includes the following:

- Main Meeting room hire
- Three Peak Coffee Breaks with an assortment of biscuits
- 3 course delegate lunch including tea & coffee
- In-built screen within room
- Pads, pens, mints and mineral water
- Dedicated events planner
- On site Conference Concierge with personal paging system

24 hour rates are seasonal and available upon request.

A fully equipped Business Centre is available, in addition to on-site parking for meeting delegates and guests.

## Notes to Editors

### **Sheraton Grand Hotel & Spa, Edinburgh**

The Sheraton Grand Hotel & Spa, Edinburgh is a five-star, 260-bedroom hotel located in the centre of Scotland's dynamic capital city.

#### For more information:

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