

Rooms

that deliver

The Boardroom

Tastefully designed, the Boardroom is ideal for top level meetings and prestigious events and holds up to 25 delegates theatre style.

- Blackout
- Soundproofed
- Internet
- Natural daylight
- Wheelchair access

The Kirkton Suite

Located between the Boardroom and Burn Suite, this is ideal for smaller meetings and holds up to 25 delegates theatre style.

- Blackout
- Soundproofed
- Internet
- Natural daylight
- Wheelchair access

The Burn Suite

Nearly 30 feet in length, the Burn Suite can hold up to 60 delegates for a reception

- Blackout
- Soundproofed
- Internet
- Natural daylight
- Wheelchair access

The Pentland Suite

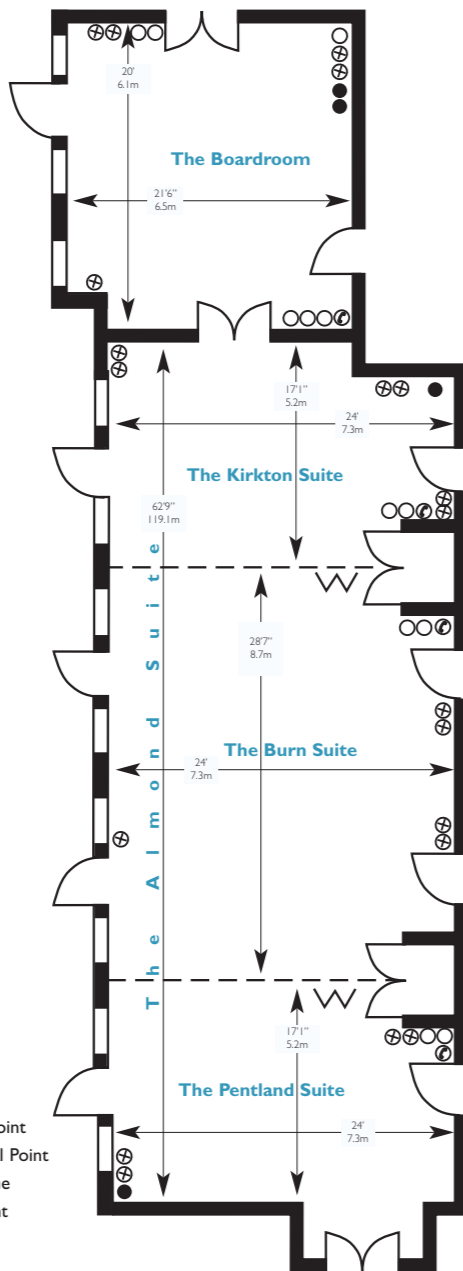
Able to accommodate 25 delegates theatre style, this room is ideal for all occasions.

- Blackout
- Soundproofed
- Internet
- Natural daylight
- Wheelchair access

The Almond Suite

When joined together, Kirkton, Burn and Pentland form the Almond Suite. Each of the three rooms have been specially designed with interconnecting walls, making it ideal for large functions as it holds up to 130 delegates theatre style and 120 for a reception.

- Blackout
- Soundproofed
- Internet
- Natural daylight
- Wheelchair access



	The Boardroom	Kirkton Suite	Burn Suite	Pentland Suite	Almond Suite
Floor location	G	G	G	G	G
Theatre	25	25	50	25	130
Classroom	4	10	20	10	55
Boardroom	12	20	25	20	60
U-shape	10	14	20	14	-
Banquet	15	25	40	25	120
Height (m)	2.62-2.7	2.62-2.7	2.62-2.7	2.62-2.7	2.62-2.7
Obstacles (i.e. pillars)	no	no	no	no	no
Windows	yes	yes	yes	yes	yes
No. 13 amp sockets	5	5	5	4	14
Phone points	yes	yes	yes	yes	yes
Internet	yes	yes	yes	yes	yes



Conference Desk

For details of over 350 conference rooms across more than 40 locations call

0844 815 9050

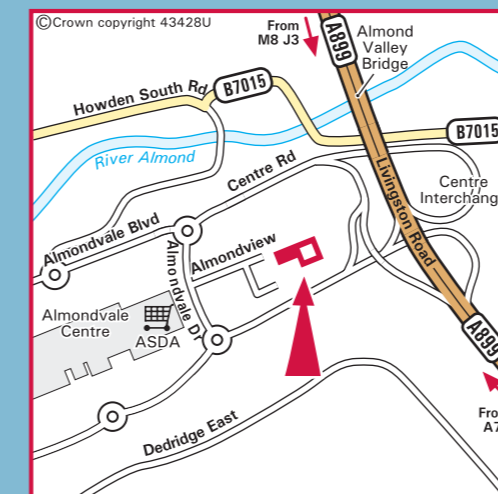
or visit

www.ramadajarvis.co.uk/summit



Ramada Livingston

Situated on the M8, just 35 minutes from Glasgow and 20 minutes from Edinburgh, the hotel is the ideal location for conference and corporate events alike.



Ramada Livingston
 Almondview, Livingston
 West Lothian
 EH54 6QB
 Tel: 0844 815 9102 Fax: 01506 445 721
 Email: csales.livingston@ramadajarvis.co.uk
www.ramadajarvis.co.uk/livingston

Location

Located in the town centre of Livingston, next to the Almondvale and McArthur Glen shopping centres.



Conferences

that deliver *from the start...*



At the Ramada Livingston, the Summit Conference Centre comprises 9 conference rooms suitable for hosting discreet boardroom meetings or conferences for up to 130 delegates.

Flexible to Your Needs

The hotel's business services and conference facilities will meet the highest expectations with your meeting room set up exactly to your specifications. There is a variety of equipment available to hire for your meeting, simply let us know what you need and we'll arrange it for you.

One Contact

From your initial enquiry through to the day of your meeting, your Summit Sales Executive will be your one contact. They will take the details of your conference, as well as any changes you make once it has been booked and ensure that everything is exactly as you want it. That means you have one dedicated contact who knows you and understands your event.

Communication

The communication continues through to the event and beyond. Where possible, we'll introduce you to the hotel operations team who'll be looking after your event so you have met them before the day.

Summit Ambassador

Your Summit Ambassador will be in reception to meet and greet you on arrival.

Summit Host

Once introduced to you, your Summit Host is your on the day contact. They will show you to your meeting room, double check all your details with you and be available to help with anything else you may need throughout the day.

- 120 bedrooms
- 10 studio rooms
- 68 twins
- 24 doubles
- 5 triples
- 13 family rooms
- 9 conference rooms
- Largest meeting room holds 130
- Seb Coe Health Club
- Arts Brasserie
- Free parking for 130 cars
- Located near the M8
- Designated car parking and accessible entrance for disabled guests
- Induction loop available for hearing impaired
- Infra red hearing enhancement for hearing impaired
- Wheelchair access throughout most of the hotel
- Specially adapted bedrooms for disabled guests

Conferences

that deliver *on the day...*

Summit Toolbox

What's more, you'll find within your meeting room the Summit Toolbox, perfect for any stationery bits and pieces you may need throughout your meeting, there's also secretarial support available should you require it.

Summit Smart Technology

Your guarantee that the equipment supplied by us, will be checked prior to your arrival to ensure it's in full working order. If there is a problem with the equipment throughout the day that we're unable to rectify, we'll give you your equipment hire money back.

Free high-speed internet connections are now available in all Summit meeting rooms.

Summit Food Choice

We realise that the food and beverage offering is an integral part of any successful meeting and so we have created a versatile Summit hospitality package that gives you the *food that you want to eat, where you want to eat it and when you want to eat it...*

We offer fresh and seasonal products to ensure you get the full flavours you deserve and a range of healthy food choices with no compromise on variety or taste.

All Summit Conference Day Delegate Rates Include:

- Principal meeting room hire
- Flipchart with paper and pens
- Stationery holder containing notepads, pens and name cards
- Fresh seasonal fruit basket
- Complimentary sweets on every table
- Chilled water and Elderflower cordial
- Unlimited freshly brewed self help tea, coffee, hot chocolate and speciality beverages available in the room or a designated breakout area and at specified times
- Morning breakout basket containing an assortment of snacks
- 2 course lunch in the restaurant or choice of one of four working buffet lunches or sandwich lunch in your meeting room
- Afternoon tea/coffee with a selection of cake slices
- VAT at the current rate.

Summit Lunches

A selection of lunches are available to suit your needs...

Summit Sandwich Lunch

If all you want is a light lunch, we have a choice of delicious freshly made sandwiches with chips and a healthy fresh fruit platter and while you're at it why not add a mug of soup. All of which can be served in the room or in a breakout area.

Summit Working Lunch

A range of working lunches designed to be served in the conference room or a designated breakout area featuring a selection of sandwiches, wraps, finger food, vegetarian selections, a range of salads and a selection of desserts.

Summit Restaurant Lunch

A selection of hot and cold buffet menus, salads and desserts served in the restaurant, featuring dishes such as: lasagne, beer battered haddock, pan-fried salmon, chilli prawns, cod and pancetta fish cakes and grilled Cumberland sausages.

24 Hour Delegate Rates

These include all the features of the Day Delegate rate plus:

- 3 course dinner
- Overnight accommodation
- Full traditional breakfast
- Use of leisure facilities where available.

Summit Extras

These can be ordered and served in your meeting room.

- Bacon, sausage or vegetarian bap
- Mini Danish pastries or croissants
- Healthy fresh fruit platter
- Individual tubs of real dairy ice cream
- Mug of soup
- Chilled 2 pint jug of orange juice
- Chilled 2 pint jug of 100% pure fruit smoothie
- Chilled bottle of still or sparkling Highland Spring water
- Summit 'Salad to go' - choose from either a Goats' cheese, Poached pear, Salmon or Chicken Caesar salad with a fresh fruit selection.

Relax and Unwind

Enjoy a drink in the friendly surroundings of the Arts Bar - the perfect way to relax after a hard day.

Sebastian Coe Health Club

At the Sebastian Coe Health Club you will find a swimming pool, sauna, steamroom and, of course, the gym, if you want to work out.

Conferences

that work...

Summit Invoice

We'll log any extras that have been needed throughout the day, which you will sign for, thereby ensuring there won't be any unknown extras on your bill. Once the conference is completed, your bill will be sent directly to you, exactly as requested.

Feedback

Once the conference is over your Summit Sales Executive will call you to see how everything went.

And There's More...

Of course, it's not just conferences that we're renowned for, whether you're booking a wedding or other celebration, why not give us a call. With the services of an experienced Special Event Co-ordinator, we can ensure your event is one to remember. For more information or to book a Wedding or Event call 0844 815 9102 or visit www.ramadajarvis.co.uk/livingston

Rooms

that deliver...

With a choice of 9 major meeting rooms, there's a meeting room for you, whatever your requirements. Floor plans and dimensions for each room are detailed below:

The Summit Suite

An ideal training venue for up to 40 delegates, this room offers back projection LCD built into a teaching wall.

- Blackout
- Internet
- Natural daylight
- Soundproofed
- Wheelchair access

Summit Syndicates

Adjacent to the Summit Suite you'll find three syndicate rooms which each hold up to 20 delegates theatre style.

- Blackout
- Internet
- Natural daylight
- Soundproofed
- Wheelchair access

	Summit Suite	Summit Syndicates
Floor location	G	G
Theatre	40	20
Classroom	22	4
Boardroom	20	10
Banquet	24	10
U-shape	16	6
Height (m)	2.62-2.7	2.62-2.7
Obstacles (i.e. pillars)	no	no
Windows	yes	yes
No. 13 amp sockets	8	8
Phone points	yes	yes
Internet	yes	yes

Key

- ⊗ - Power Point
- - TV Aerial Point
- ☎ - Telephone
- - Datapoint

