

BUSINESS MEETING INFORMATION 2026-2027

Business Meetings, Team Building,
Conferencing, Day & Evening Delegate

The Diplomat Hotel, Restaurant & Spa

Family Run for the past 50 years, we pride ourselves on delivering great hospitality and delicious food.

With a range of flexible function suites for 2-300 guests, we can cater for any event, large or small. Choose from four different suites, each with their own unique style and character.

Our Conference suites are perfect for presentations, training, team buildings, workshops, trade shows and conference shows.



The Diplomat Hotel

— Restaurant and Spa —

Llanelli, Carmarthenshire, SA15 3PJ

Tel: 01554 756156

E: events@diplomat-hotel-wales.com

Our delegate packages are here to help make the planning and execution of your next business event that little bit easier.

Explore our tailored conference room packages designed to suit both one-day meetings and extended events. Each package offers everything you need for a successful and comfortable experience.

SPACES FOR ALL OCCASIONS

Whether you are planning a small business meeting, A team building event or a large conference, The Diplomat Hotel and Spa has the space and experience to ensure that your event will be a success.

MEETING ROOMS

Our Meeting rooms offer comfortable spaces designed for clear creative thinking, each can be arranged and laid out as theatre, classroom, cabaret, boardroom, or u-shape.

TEAM BUILDING

Ideally located for team building events to challenge and unite your colleagues.

TECHNOLOGY

Ensure your presentation is exceptional with the latest technology. If you require sound or visual equipment, we can arrange hire to suit your needs, please contact us in advance.

HOTEL FACILITIES

Eden Spa provides a great escape, heated indoor pool, sauna, steam room, hot tub, fully equipped gymnasium and treatment room.

ACCOMMODATION

The hotel has 50 bedrooms, all fully equipped with LCD television, complimentary toiletries, hair dryer and tea and coffee tray.

FOOD AND DRINK

Trubshaw's Restaurant offers a superb menu, or choose from the Lounge & Bar menu with traditional bar classics, choice of dishes.

DAY DELEGATE RATE

Our day delegate meeting room package is designed to offer you and your delegates the perfect day away with everything you need for a successful and comfortable conference.

All Rates Include:

Room Hire, Jugs of Water/Cordials, Free High-Speed, Wi-Fi Access, Flip Chart & Pens, LCD Projector and Screen, Free Car Parking

LIGHT PACKAGE

From £26.95 per delegate (Minimum 10 Delegates)

Tea & Coffee & Danish Pastries (On Arrival)

Mid-Morning Tea & Coffee

Lunch: Mixed Sandwich Platters, Crisps & Savory Bites

Mid Afternoon Tea & Coffee with Fruit Cake

EXECUTIVE PACKAGE

From £31.95 per person (Minimum 10 Delegates)

Tea & Coffee & Danish Pastries (On Arrival)

Mid-Morning Tea & Coffee

Mid Afternoon Tea & Coffee with Fruit Cake

Lunch: Hot & Cold Buffet Lunch

(Menu Attached below)

RESIDENTIAL DELEGATE RATE

Extend your conference to dinner and an overnight stay with our 24 hour delegate conference room package. .

All Rates Include:

Room Hire, Jugs of Water/Cordials, Free High-Speed, Wi-Fi Access, Flip Chart & Pens, LCD Projector and Screen, Free Car Parking

From £157 + VAT per delegate

Tea & Coffee & Danish Pastries (On Arrival)

Mid-Morning Tea & Coffee

Lunch: Hot & Cold Buffet Lunch

((Menu Attached below)

Mid Afternoon Tea & Coffee with Fruit Cake

Evening Dinner (Allowance £21.95 from main menu)

Overnight Accommodation

Complimentary use of Leisure Facilities

Full Welsh Breakfast

If you are booking an inclusive delegate rate, conference room hire is included for a room suitable for the number of delegates attending-should you require a larger room, a room hire fee will apply

ROOM HIRE CHARGES

Carlton Suite Day - £950, Half Day/Evening £450

Concorde Suite - Day £150 Half Day/Evening £80

The Atrium - Day £450 Half Day/Evening £150

The Terrace – Day £75, Half day/ Evening £65.00

Day rates are based on 8.00am-5.00pm/ Evening rates are based on 6.00pm-12 Midnight.

EQUIPMENT HIRE

(Cost per Day)

TV Monitor- £25.00 - LCD Projector £25.00

Flip Chart £15.00 - PA System £70.00

Photocopying B/W per A4-40p Colour- 80p

(All above prices Inclusive vat)

Our team at the hotel are available to discuss your individual requirements to ensure that we can provide you with a package that will suit your needs.

If you require any equipment not listed above, please contact our events team

EVENT PACKAGES

*If you do not require a Daily & Residential Rate Package
Individual Items Are Priced Per Person*

BREAKFAST OPTIONS

Freshly Brewed Coffee & Tea Served with Biscuits £4.50

Warm Danish Pastries or Welsh Cake £3.00

Hot Breakfast Rolls with Tea & Coffee £8.95

Filled with your choice of egg, bacon, sausage or vegetarian sausage

Full Welsh Breakfast with Tea & Coffee £15.95

Bowl of fresh fruit (serves approx.6 people) £15

Fresh Juice, Orange Juice/Apple Juice £8.00 jug (4 persons)

Still and Sparkling Mineral Water £4.75 per bottle

Jugs of Squash £4.00 (4 persons)

Bar Meals Available Served 12-2.30pm

Afternoon Tea Served 12-4.30pm £ 24.95 per person

Selection of Sandwiches - £9.50 per person

HOT & COLD BUFFET LUNCH MENU

Choice of Two of the following Hot Dishes:

Chilli Con Carne with Rice and Nachos

Chicken Peppercorn Sauce, Boiled Rice

Tender Pork Stroganoff with House Salad and Wild Rice

Tomato, Olive and Red Onion Pasta Bake, House Salad (v)

Chicken Madras with Rice, Naan Bread, Pickles, and Poppadum's

Beef or Vegetable Lasagna House Salad and Garlic Bread

Served with Seasonal Vegetables & New Potatoes

Seasonal Salads, Greek Salad, Tomato Salad, Mixed Green Salad

Warm Bread Rolls

Mini Cheesecake Selection

Fresh Fruit

(Minimum numbers apply)

Hot & Cold Lunch Buffet Menu £19.95 per person

(All prices inclusive of VAT)