



THE ROYAL MARITIME  
HOTEL

**CONFERENCES AND MEETINGS**  
**THE ETHICAL CHOICE FOR YOUR NEXT EVENT**





# THE IDEAL LOCATION FOR YOUR CONFERENCE

The Royal Maritime Hotel stands as the premier destination for your conference or special event in Portsmouth.

## **The Ethical Choice**

With all surpluses from our corporate work supporting veterans and serving armed forces personnel, it's the ethical choice for hosting your event.

## **Location and accessibility**

The hotel is just a 5-minute walk from Portsmouth Harbour train and bus station, Portsmouth Historic Dockyard and Gunwharf Quays. This prime location offers unparalleled convenience for your guests. For overnight accommodation, we offer 90 stunning guest rooms, with special group rates available upon request.

## **Versatile Space**

Our versatile spaces accommodate everything from large conferences to training seminars. Featuring versatile function rooms, including the grand Trafalgar Ballroom, along with elegant naval-inspired décor and expert catering services, our hotel is an exceptional setting for any event.

## **Comprehensive event services**

Our team is on hand to assist with AV set-ups and catering, ensuring every detail runs smoothly. We also take care of all room configurations so you can host a truly stress-free event. Contact our events team today to begin planning your perfect event.



# BUSINESS CONFERENCE DELEGATE DAY RATES 2025/26



All packages include an LCD projector, screen, flipchart with pens, delegate stationery, cordial, water and mints on tables.

## Business Day Delegate Package

**£46 per person**

Our comprehensive full-day package

- Arrival tea/coffee with Mini Danish pastries
- Mid-morning refreshment break
- Buffet lunch with fruit juice
- Afternoon tea/coffee with biscuits
- Meeting room hire with AV equipment
- High-speed Wi-Fi access
- Delegate stationery

## Business Half-Day Delegate Package

**£38 per person**

Perfect for shorter meetings (maximum 4 hours)

- Arrival refreshments
- Mid-morning break
- Buffet lunch
- Meeting room with AV equipment
- High-speed Wi-Fi access
- Delegate stationery

## Business 24-Hour Delegate Package

**£220.00 per person** (single occupancy in Double bedroom, Sunday-Thursday)

- Our premium residential package includes all day delegate amenities plus overnight accommodation with full English breakfast, as well as a three-course dinner in Horatio's Restaurant.

**Contact our events team to discuss your specific requirements.**

**E: [events@royalmaritimehotel.co.uk](mailto:events@royalmaritimehotel.co.uk)**

**T: 02392 982401**

# A DELICIOUS RANGE OF FOOD & BEVERAGES

The Royal Maritime Hotel takes pride in offering exceptional culinary experiences, created by our talented in-house Chef. Our dedicated culinary team craft memorable menus, using freshly sourced local produce to ensure the highest quality dining experience for your event.

## Bespoke Menus

Our Executive Chef will work with you to create customised menus, tailored to your event theme and dietary requirements.

## Versatile Catering

From themed coffee breaks to spectacular gala dinners, we offer catering solutions for events of any size and format.

## Local Sourcing

We prioritise fresh, locally-sourced ingredients to provide exceptional quality, while supporting local producers

Whether you're planning a corporate luncheon, a festive celebration, a networking event or a team building day, our catering team is committed to exceeding your expectations.

We accommodate special dietary requirements and can create menus that reflect specific cultural traditions or thematic elements.

Contact our events team today to discuss your culinary vision.



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# ROOM LAYOUT CAPACITY

The Royal Maritime Hotel offers flexible room configurations, to accommodate your specific event requirements. Our versatile spaces can be arranged in multiple setups to optimise your guests' experience and event flow. Additional layouts include casual seating, ceremony, U-shape and more.

Room Name	Cabaret	Boardroom	Theatre	Classroom	Maximum (standing)
Trafalgar Ballroom	280	40	250	130	400
Below Decks	70	30	80	30	100
Nelson Lounge	65	30	80	30	110
Hood Room	N/A	23	40	20	40
Quarterdeck	20	20	20	N/A	20
Studio	N/A	N/A	N/A	N/A	40
Bar 1805	N/A	30	50	30	50
Horatio's	N/A	N/A	N/A	N/A	90
Skittle Alley & Below Decks	N/A	N/A	N/A	N/A	150
Skittle Alley	N/A	N/A	N/A	N/A	50
Victory Bar	N/A	N/A	N/A	N/A	100

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# THE TRAFALGAR BALLROOM

Our crown jewel, the Trafalgar Ballroom, offers one of Portsmouth's largest and versatile event spaces. This magnificent venue can accommodate up to 290 guests for formal banquets and 400 attendees for receptions, making it ideal for larger corporate conferences. The Trafalgar Ballroom is fully accessible, with step-free access throughout and facilities designed for wheelchair users.

## 286.56

**Square Metres**

Total floor space

## 400

**Reception Capacity**

Maximum standing guests

## 280

**Banquet Capacity**

Maximum seated dining

The ballroom features an attractive overhanging balcony, perfect for exhibitions or additional seating.

With dedicated bars, its own kitchen and a stage for performances, the Trafalgar Ballroom provides everything needed for a spectacular event.

The room measures 16.968 metres in length by 10.918 metres in width and has ceiling height of 2.292 metres.



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# THE NELSON LOUNGE

The Nelson Lounge offers a versatile and inviting space for board meetings, networking, team building days and interviews, while still accommodating up to 100 guests. Located conveniently on the ground floor adjacent to the lobby, this elegant venue creates the perfect setting for Christmas parties and other corporate celebrations.

## Built-in Bar

Convenient bar service for your guests without requiring additional setup

## Dance Floor

Dedicated space for entertainment and celebration

## Ground Floor Location

Easy accessibility for all guests with proximity to hotel amenities

The room dimensions measure 10.482 metres in length by 9.610 metres in width, with a ceiling height of 3.017 metres, providing 70 square metres for your event, while maintaining an intimate atmosphere. The Nelson Room is fully accessible, with step-free access throughout and facilities designed for wheelchair users.



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# THE HOOD ROOM

The Hood Room offers a versatile conference space and is perfect for training seminars, staff briefings and team-building activities. Named after the famous British battlecruiser HMS Hood, this room maintains our hotel's naval heritage while providing all modern amenities needed for productive business functions.

With its flexible configuration options and comfortable seating for up to 50 guests, The Hood Room is suitable for a wide range of corporate and private events.

The Hood Room is fully accessible, with step-free access throughout and facilities designed for wheelchair users.

## Room Specifications

- Length: 8.517 metres
- Width: 6.397 metres
- Ceiling height: 2.444 metres
- Total area: 54.381 sq. metres



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# BAR 1805

This large venue is conveniently located adjacent to the Ballroom and boasts its own bar, making it the perfect choice for networking, celebrations and parties



## Features:

- Comfortable seating:
- Spacious area perfect for celebrations and parties
- Built-in bar: Ideal for late-night parties without disturbing other guests
- Mood Lighting
- Customizable ambiance to suit your event theme
- Fully accessible, with step-free access throughout and facilities designed for wheelchair users.

## THE QUARTERDECK

The Quarterdeck offers an intimate and professional setting, which is ideal for focused meetings and smaller gatherings. This versatile space is laid out in a boardroom configuration, perfect for strategic discussions, training seminars, and executive meetings. The Quarterdeck is one of several smaller function rooms available at The Royal Maritime Hotel.

### Room Specifications

- Length: 6.887 metres
- Width: 4.806 metres
- Ceiling height: 3.042 metres
- Total area: 30.621 sq. metres
- Fully accessible, with step-free access throughout and facilities designed for wheelchair users.



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# THE STUDIO

The Studio offers a versatile and spacious ground-floor location that can be adapted to serve multiple purposes for your event. With dimensions of 8.909 metres in length, 6.256 metres in width and a ceiling height of 2.66 metres, this 55.735 square metre space provides ample room for various configurations and layouts.

## Hospitality Suite

Perfect for creating a dedicated area to welcome VIPs, speakers, or special guests with refreshments and a comfortable retreat space.

## Conference Office

Ideal as an operations centre for event planners, with space for equipment, materials and staff coordination throughout your function

## Storage Solution

Convenient and secure storage space for event materials, promotional items or equipment needed for multi-day conferences

The Studio offers easy accessibility, and its flexibility makes it a valuable addition to any event configuration at The Royal Maritime Hotel. The Studio is fully accessible, with a lift and step-free access throughout and facilities designed for wheelchair users.

## BELOW DECKS

Our Below Decks function room creates an atmosphere of being on board a Navy ship. The new decor has exposed overhead beams and pipework, engine room features and a Ship's bell. The portholes have recognisable 'views' of some of the Royal Navy's favourite ports.

Below Decks offers a large and versatile function room, with a mixture of fun and navy tradition, a large dance floor complete with mood lighting. Fully accessible facilities are available.



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## **TAKE A TOUR OR TALK TO OUR EXPERIENCED EVENTS TEAM TODAY**

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