



Valid from January 2008

CELEBRATIONS AND PARTIES

CONTENTS

<u>Page</u>	
2	Room Hire and Finger Buffet Menus
3, 4 & 5	Hot Carved Buffet & Buffet Menu B1 & B2
6	Decorated Royal Buffet
7 - 14	Banqueting Menu
15	Banqueting Wine List
16	Banqueting Wine Order Form
17	Bands and Discos
18 - 20	Booking Terms and Conditions

**For further information or assistance, please contact:-
The Conference Office, David Roberts or Alexandra Townend
Tel: 01482 672672 or 01482 652616**

WILLERBY MANOR HOTEL – Valid from 1 January 2008

THE FOLLOWING MENUS ARE DESIGNED ONLY FOR MEETINGS/CONFERENCES WHERE A ROOM HIRE CHARGE IS MADE.

*Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise*

THE PAVILION SUITE

*The Pavilion Suite has a capacity of 400.
It has a bar and dance floor.*

£400.00

THE TALBOT SUITE

*The Talbot Suite has a capacity of 200.
It has a bar and dance floor.*

£270.00

THE MARGAUX SUITE

*The Margaux Suite has a capacity of 50.
It has a bar.*

£95.00

CHILDRENS PARTY ROOM HIRE

£100.00

SUNDAY CHRISTENING ROOM HIRE

£120.00

All the above prices include VAT

FINGER BUFFET (1) @ £7.90

*Assorted Closed Sandwiches
Cocktail Sausage Rolls
Selection of Vegetarian Quiches
Chicken Goujons with Satay Dip
Vegetarian Pizza*

Homemade chips or Potato Wedges can be added to any buffet at £10.00 per bowl (serves approx 8 persons)

FINGER BUFFET (2) @ £9.85

*Assorted Closed Sandwiches
Chicken Brochettes
Vegetarian Pizza
Homemade Vegetable & Beansprout Spring roll with soy sauce
Cocktail Sausage Rolls
Local Pork Pie served with Sweet Pickle
Mild Cheddar Cheese with red onion & sauté pepper on white poppy seed bloomer*

FINGER BUFFET (3) @ £11.10

*Chicken Goujons with Satay Dip
Selection of Vegetarian Quiches
Assorted Closed Sandwiches
Cocktail Sausage Rolls
Deep Fried Goujons of Plaice with Tartare Sauce
Crispy Duck Spring Roll with Dipping Sauce
Hot Bouches filled with Chicken & Mushroom
Pork Pie with Sweet Pickle
Selection of Yorkshire Crusty Sandwiches:*

*Smoked Salmon & Cream Cheese on brown triple grain bloomer
Mozzarella Cheese, Rocket and Onion Marmalade on white poppy seed bloomer
Chicken Caesar salad on brown triple grain bloomer*

AFTERNOON TEA @ £6.95

A selection of Sandwiches and freshly made scones served with Preserves and Cream, and Tea or Coffee

FINGER BUFFET (4) - HEALTHY OPTION @ £9.85

*California Roll with Prawns and Cos Lettuce
Five Bean Chilli Bruschetta
Scottish Smoked Salmon on Rye Bread with Greek Yoghurt
Grilled Chicken and Vegetable Kebab with Guacamole
Pastrami and Vegetable Roll with Tomato Salsa
Platter of Fresh Fruit with Sweet Mango Dipping Sauce*

**Selection of Mini Desserts @ £1.90 per serving
Additional Tea/Coffee @ £1.50 per serving**

WILLERBY MANOR HOTEL – Valid from 1 January 2008

*Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise*

HOT CARVED BUFFET MENU @ £26.00 per person

*Local Goats Cheese and Mediterranean Terrine
With asparagus tips and red pepper coulis*

*Roast Sirloin of Beef and Yorkshire Pudding
With a red wine jus*

*Roast Loin of Pork with Caramelised Apples
Laced with apple brandy sauce*

*Roasted Salmon with Pesto Dressing
Infused with olive oil and lemon*

*Roasted and Parsley Potatoes
Roasted Root Vegetables
Whole Fine Beans*

*Chocolate and Orange Tart
With raspberry cream and sauce*

*Vanilla Panna Cotta
With poached baby pears*

A Duo of Cheeses accompanied by Grapes & Celery

Fresh Brewed Coffee and Mints

WILLERBY MANOR HOTEL – Valid from 1 January 2008

*Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise*

BUFFET MENU B1 @ £20.75

*Parcel of Smoked Salmon & Prawns
Crème Fraiche & Chive Dressing*

*A Plated Trio of Cold Meats
Roast English Sirloin of Beef served Medium rare with a Mustard Mayonnaise
Home Roasted Ham Smothered in Honey
Freshly Roasted Chicken Supreme*

*And on your table for you to select:-
Red Pepper, Red Onion & Tomato Salad
Cucumber, Celery & Spring Onion Salad
Coleslaw Salad
Hot Parsley Potatoes
Mixed Crispy Leaves*

*Chocolate Mille Feuille
Thin Chocolate Wafers interleaved with Dark & White Chocolate
or
A Duo of Cheeses accompanied by Grapes and Celery*

Freshly Ground Coffee with Mints

WILLERBY MANOR HOTEL – Valid from 1 January 2008

*Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise*

*GUESTS VIEW THE BUFFET TABLE AND MAKE A SELECTION WITH THE
ASSISTANCE OF THE HOTEL STAFF
MINIMUM NUMBER OF GUESTS IS 40*

BUFFET MENU B2 @ £23.90

*Smoked Chicken Salad
With Toasted Walnuts, Black Olives and Raspberry Dressing

*Roast Sirloin of Medium Rare English Beef with Roasted Vegetables
Sugar Baked Ham & Pineapple
Freshly Roasted Turkey Crown with Cranberry Sauce
Roast Loin of Pork and Apricots
Seafood Platter with Lemon & Dill
Leek & Ricotta Tart
Aubergine, Mushroom & Coriander Pâté*

*Potato Salad with Sundried Tomatoes & Basil Mayonnaise
Hard Boiled Egg & Crispy Bacon Salad
White Cabbage, Olive Oil & Lemon Juice with Grated Mouli & Carrots
Beetroot Salad with Citrus Dressing
Red Onion & Tomato Salad
Cucumber, Spring Onion & Minted Mayonnaise
Tossed Salad Leaves in Oriental Dressing
Noodles & French Beans mixed with Ginger, Garlic & Soy Sauce*

*Vanilla Panna cotta with Poached strawberries
or
Marbled Chocolate Torte with Orange Sauce
or
A Cheeseboard of English & Continental Cheeses*

Freshly Ground Coffee with Mints

WILLERBY MANOR HOTEL – Valid from 1 January 2008

*Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise*

*THIS IS A BUFFET OF DECORATED JOINTS OF MEAT AND FISH, AND IS
CARVED BY THE STAFF TO THE GUESTS REQUIREMENTS
MINIMUM NUMBER OF GUESTS IS 40*

DECORATED ROYAL BUFFET @ £28.50

*Delice of Salmon and Prawns
Pickled cucumber, cream cheese dressing*

*A Full Display of the following:-
Decorated Scottish Salmon with Mussels & Prawns
Whole Roasted Turkey with Chipolatas & Cranberry Sauce
Honey Baked York Ham decorated with Fresh Pineapple
Hickory Smoked Chicken Supreme
Roast Sirloin of Medium Rare British Beef with Home Pickled Vegetables and
a Mustard & Dill Sauce
Goats Cheese & Apple Tart with roast hazelnut dressing
Plum Tomato and Sweet Pepper Terrine with Black Olive & Basil*

*Hot New Potatoes with Chives & Cream Cheese
Red Cabbage Salad with Apple & Raisins
Spiced Rice Salad with Mango and Cucumber
Waldorf Salad – Celery, Apple & Walnuts
Hardboiled Egg & Crispy Bacon Salad
Tomato and Red Onion Salad with natural yoghurt
Cucumber, Celery with Crème Fraiche & Dill
Greek Salad – French Beans, Feta Cheese, Tomato and Black Olives*

*Dark Chocolate & Hazelnut Bavaois
With fresh raspberries and cream*

or

Tiramisu

or

Mixed Fruit Tart

or

A Full Display of English & Continental Cheeses & Fresh Fruit

Freshly Ground Coffee with Mints

WILLERBY MANOR HOTEL

Valid from January 2008

BANQUETING MENUS

Attached please find our Banqueting Menus which will help you to select a menu for your occasion

TO ENSURE THAT YOUR PARTY RECEIVES THE BEST AND MOST EFFICIENT SERVICE, WE ASK YOU TO CHOOSE THE SAME MENU FOR ALL OF YOUR PARTY, EXCEPT FOR THOSE PERSONS REQUIRING SPECIAL MEALS FOR DIETARY OR RELIGIOUS REASONS

Please make every effort to advise us of the number of special meals required well in advance and, for large parties, the table number where these guests will be sitting.

We would naturally be delighted to discuss your choice with you and offer advice when needed.

For smaller parties we can offer a limited or set A La Carte Menu from the Restaurant, we would be happy to advise you on this option.

The cost of these menus reflects the large numbers involved with Banqueting and Private Parties

- NO FURTHER REDUCTIONS WILL BE GIVEN -

*The prices attached are subject to market prices and may have to be amended
All prices include VAT @ 17.5%*

This list supersedes all previous Banqueting Menus

***Please be aware that some of our dishes may contain nut or nut derivatives.
In case of any uncertainty our chefs will be pleased to advise***

SUPPORTING LOCAL SUPPLIERS

Our chefs at the Willerby Manor Hotel are proud to support local suppliers.

Our beef is supplied by Mr John Penny of Low Green Farm, Rawdon, near Leeds and is hung for at least 28 days.

Our lamb is also supplied by Mr Penny and is hung for at least 14 days.

Our pork comes from rare breeds at Manor House Farm near York.

CANAPES

*As a small bite prior to dinner, please choose a selection of five canapés
@ £3.50 per person:-*

COLD

Salmon Tartare with keta and crème fraiche

Tartlet of Prawns in Ginger and Soy Sauce

Salmon and Coriander Fishcake with Chilli Sauce

Oak Smoked Chicken Caesar En Croute

Smoked Duck with a Plum Sauce

Parma Ham, Mozzarella & Basil

Goats Cheese Mousse with Red Pepper Confit

Salmon Roulade with Cream Cheese & Chives

Tartlet of Spring Onion and Stilton

Tuna Sushi with Sesame Seeds and a light Soy sauce

HOT

Chicken and Black Bean spring Roll

Chicken Liver wrapped in Bacon with Oregano

Seared Beef Fillet Teriyaki

Baked Herb Stuffed Mushrooms

Crisp Breaded Goats Cheese with Chilli Jam

Spiced Lamb Brochette with Sweet Peppers

North Atlantic Prawn & Sesame Seed Toast

Salmon Tempura

Deep Fried Black Tiger Prawns in Sesame

Battered Plaice served on a stick with Homemade Tartar Sauce

Mini Yorkshire Pudding filled with Sticky Onion Jam

Soup

Leek & Potato with Garlic Croutons

Roast Plum Tomato and Red Pepper with Basil Oil

French Onion with Parmesan Croutons

White Onion Soup with Chopped Sage

Cream of Carrot & Coriander

Cream of Field Mushroom and Rosemary

Roasted Butternut Squash Soup

Pea, Ham & Lentil Soup

Chicken & Lemon Soup with Tarragon

Spinach & Potato Soup with fresh Nutmeg

Celery & Stilton

Tuscan Bean Soup with Greek Yoghurt

Scotch Broth

Smoked Haddock Chowder

Parsnip & Apple Soup

Cream of Vegetable Soup

Roast Pumpkin Soup with Toasted Almonds

Summer Tomato Soup with Yoghurt & Basil (served chilled)

Vichyssoise

Soup can be added to any menu as an extra course at a cost of £2.40 per person

Please choose one item from each course to be enjoyed by the whole party

Menu @ £19.60 per person

Smoked Haddock Fishcake

Served with Watercress salad and a Spring Onion sauce

Fan of Melon

With a compote of woodland berries and an orange syrup

Soup of Your Choice

(Please choose from the enclosed list)

Ragout of Oyster Mushrooms and Chestnuts in a Puff Pastry case

With tarragon and fresh parmesan

Chicken Liver Parfait

Brioche and Piccalilli

Traditional Roast Turkey

Served with sage & onion stuffing, chipolata sausage & roast potatoes

Roast Loin of Pork

Roast potatoes, cabbage and bacon, apple sauce

Lemon and Thyme Marinated Chicken Breast

Parsley creamed potato, Mediterranean vegetables and spiced tomato sauce

Steamed Plaice Fillet with Salmon and Dill Mousse

Sauté fennel, new potatoes and white wine sauce

Low Green Farm Beef Braised in Red Wine

With Baby Onions, Mushrooms, and Herb Dumplings

Vegetarian of Your Choice

(see attached)

Fresh market vegetables

Summer Pudding

With chantilly cream, strawberry coulis

Lemon Meringue Roulade

Drizzled with raspberry coulis

Warm Treacle Tart

With vanilla ice cream

Vanilla Pannacotta

Blueberry compote and tuille biscuit

A Duo of Cheeses

Served with the traditional accompaniments

Coffee & Mints

Please choose one item from each course to be enjoyed by the whole party

Menu @ £20.75 per person

Rose of Honey and Cantaloupe Melon

With Passion Fruit Sorbet and Apricot and Orange sauce

Chicken and Baby Leek Terrine

Date compote and toasted brioche

Soup of Your Choice

(Please choose from the enclosed list)

Smoked Salmon & Fresh Salmon Fishcake

With rocket leaves, white wine sauce

Crottin of Goats Cheese

Red wine poached pear, walnut and rocket salad

Low Green Farm Braised Lamb Steak

With bubble and squeak, glazed shallots, thyme and red wine sauce

Slow Braised Rump of Beef

With pommes anna, roast vegetables & spinach, meat jus

Pot Roasted Guinea Fowl

Fondant potato, pickled red cabbage, fricassee of shallots, garlic and apricots

Manor House Farm Pork Medallions

Black pepper and rosemary boulangere potato, sauté leeks and rosemary jus

Traditional Roast Chicken

Roast potatoes, sage stuffing and bread sauce

Vegetarian of Your Choice

(see attached)

Fresh market vegetables

Citrus Tart with Poached Strawberries

Strawberry sorbet

Chocolate Mille Feuille

With raspberry compote

Apricot and Sultana Bread & Butter Pudding

With vanilla and cinnamon custard

A Duo of Cheeses

Homemade chutney, celery & grapes

Coffee & Mints

Please choose one item from each course to be enjoyed by the whole party

Menu @ £22.50 per person

Tropical Fruits with Raspberry Sorbet

With coconut, passion fruit coulis

Confit of Duck Leg

Crisp fennel and red onion salad, port reduction

Platter of Parma Ham, Figs & Buffalo Mozzarella

With aged balsamic vinegar

Soup of Your Choice

(Please choose from the enclosed list)

Smoked Salmon and Prawn Parcels

With rye bread and citrus crème fraiche

Baked Peppered Salmon Fillet

Crushed new potatoes, braised fennel & chive veloute

Chicken Breast filled with Sun Blush Tomatoes & Ricotta Risotto

With Mediterranean vegetables and basil veloute

Roast Leg of Lamb

With apricot & thyme stuffing, dauphinoise potatoes, red currant jus

Roast Beef & Yorkshire Pudding

Two thick slices of beef served medium rare with roast potatoes & a roast gravy

Vegetarian of Your Choice

(see attached)

Fresh market vegetables

Tiramisu

Classic Italian dessert of mascarpone cheese, sponge finger & coffee liqueur

Iced Vanilla Parfait

With poached strawberries

Pear and Almond Tart

With custard ice cream

Sticky Toffee Pudding

With vanilla custard

A Duo of Cheeses

Served with traditional accompaniments

Coffee & Mints

Please choose one item from each course to be enjoyed by the whole party

Menu @ £24.00 per person

Warm Crottin of Goats Cheese

With toasted brioche, walnut & leek salad with blossom honey

Smoked Duck served on Artichoke & Poached Pear Salad

With red wine vinaigrette

Medley of Mussels, Clams, tiger Prawns & Salmon

In white wine sauce served in a puff pastry case

Soup of Your Choice

(Please choose from the enclosed list)

Pork & Ham Terrine

Wrapped in seaweed with baby vegetables, chilli dressing & savoury scone

Low Green Farm Braised Lamb Shank

With mustard cream potato, roast beetroot & thyme jus

Low Green Farm 8oz Rib Eye Steak

With fondant potato, vine tomatoes & wild mushroom sauce

Medallions of Black Pig Loin

With crispy belly pork, boulangere potatoes, Madeira jus

Roast Gressingham Duck Breast

With sauté potatoes, pak choi & glazed peaches, chestnut jus

Supreme of Monkfish

Wrapped in Bacon with split pea puree, medley of baby vegetables, sauternes butter sauce

Vegetarian of Your Choice (see attached)

Fresh market vegetables

Bakewell Crème Brulee

With shortbread biscuit and toasted almonds

Choux Swan

*filled with Fresh Cream & Strawberries
on a pool of vanilla anglaise*

English & Continental Cheeses

With homemade fig chutney, pickled walnuts, celery & grapes

Baked Chocolate Tart

Served with lemon ice-cream

Summer Fruit & Elderflower Jelly

With vanilla pod ice-cream

Coffee & Petit Fours

Please choose one item from each course to be enjoyed by the whole party

Menu @ £28.00 per person

Homemade Fresh Crab Cakes

With poached asparagus tips, rocket and lemon dressing

Scottish Smoked Salmon

Herb salad, capers, black pepper, crème fraiche & citrus dressing

Oyster Mushroom Tart

With salad of quail egg & artichokes

Duck & Chestnut terrine with sweet cranberry compote

And pancetta wafers

Soup of Your Choice

(Please choose from the enclosed list)

6oz Local Beef Fillet

With panache of baby vegetables, thyme roast potatoes & hollandaise sauce

Roast Rack of English Lamb

Butternut squash puree, sauté leeks & pancetta, redcurrant sauce

Traditional Half Roast Duckling

Braised beetroot, caramelised apples, roasted new potatoes, port sauce

Trio of Fish (Sea Bass, Salmon, Tuna)

With vegetable noodles, saffron potatoes, champagne sabayon

Roast Loin of Venison

With dauphinoise potato, honey roasted carrots & blackberry jus

Lobster Thermidor

Served with panache of vegetables & potatoes

(supplement of £8.50 – max 50 covers)

Vegetarian of Your Choice (see attached)

Fresh market vegetables

Indulgence of Chocolate

A trio of chocolate desserts, an iced milk chocolate parfait, mini dark chocolate torte & warm chocolate sponge

Strawberry & Champagne Terrine

Brandy snap horn & fresh fruit

Tower of Layered Meringue with Raspberries

Lemon curd, top with tulip of lemon sorbet

Cappuccino Brulee

With tiramisu ice-cream

Apple & Cinnamon Tart Tatin

With custard ice-cream pecan sauce

Coffee & Petit Fours

A Selection of Hot Vegetarian Dishes

Tartlet of Tomatoes, Roasted Shallots and Oyster Mushrooms
Served with a herb dressing

Marinated then Grilled Goats Cheese
Set on a bed of sauteed spinach and a warm beurre blanc with pesto

Potato Gnocchi with Wild Mushrooms
Parmesan, parsley dressing

Puff Pastry with Braised Leeks and Wild Mushrooms
Surrounded with a tomato & tarragon coulis

Globe Artichoke, Asparagus and Blue Cheese Strudel
With capsicum dressing

Cheesy Vegetable Lasagne
Layers of spinach, tomato, mushrooms & pasta, topped with a cheese sauce

Dishes Suitable For Vegans

Oriental Spring Rolls
With sauté pak choi and a sweet chilli sauce

Roasted Aubergine stuffed with Spicy Cous Cous
Tomato and basil sauce

A Selection of Cold Vegetarian Dishes

Feta Cheese & Spinach Tart
With a lightly tossed salad

Mexican Salad Roll
Tortillas filled with lettuce, egg, tomatoes, pepper, onion, cheese, sour cream & spices

Cold Vegetable Coulbiac
*Chopped vegetables, wild rice & hard boiled egg bound together
& wrapped in filo pastry, served with a herb & mustard mayonnaise*

BANDS AND DISCOS

PAVILION SUITE

The Pavilion Suite is available for both bands and discos. We are able to recommend a number of local bands but please feel free to book a band of your choice. However, you must stress that the local fire officers have banned the use of pyrotechnics.

This room is fitted with disco lights, an amplifier and speakers. On booking please ascertain exactly what the bands requirements are for food & drink and changing facilities. If changing facilities are required please book a room via our Hotel Reception, the rate for this will be £30.00.

Clients are required to make their own disco arrangements, however we are able to recommend Professional DJ “ Gary Julian”.

Contact Gary on : Tel 01482 872631

Mob 07733166371

Email juliandjs@yahoo.co.uk

TALBOT SUITE

NB Unfortunately this room is not suitable for live bands apart from non-amplified Trio's or Quartets. This is non-negotiable as it is enforced by license restrictions.

This room is also fitted with disco lights, an amplifier and speakers. Clients are required to make their own disco arrangements, however we are able to recommend a company should you wish us to do so.

Valid from January 2008

**BOOKING TERMS AND CONDITIONS FOR
FUNCTIONS AND MEETINGS**

Thank you for your enquiry. This document contains the terms and conditions which will apply to the contract which will be in existence between yourselves and Willerby Manor Hotels Ltd (hereinafter called "the Company") if you wish to make a confirmed booking.

1 Provisional Bookings

The Company's facilities will be allocated on a provisional basis, if you request, for a limited period. However, until the booking has been confirmed in writing, and accepted by the Company, the Company reserves the right to cancel your provisional booking should an alternative confirmed booking be received for the same date. This would not be done, however, without first offering you the opportunity to confirm your booking in writing within 48 hours of being contacted by the Company.

2 Confirmation

The Company does not accept telephone confirmations. Your booking will only be accepted by the Company on receipt of your written confirmation of the relevant details together with your acceptance of these terms and conditions and payment of any deposit required. Once accepted a confirmed booking can only be cancelled or varied in accordance with these terms and conditions.

3 Deposits etc

Where established credit facilities do not exist, the Company reserves the right to require payment of a deposit before accepting confirmation of the booking. Unless otherwise agreed in writing by the Company payment of any deposit must be made at the time of confirmation of a booking. Failure to pay the deposit required will result either in the booking not being accepted or being cancelled if payment by an agreed later date is not made.

Such a deposit will normally be calculated at the rate of £5 per person based on the numbers given in the confirmation of booking. However, the Company reserves the right to amend the amount of deposit required upon accepting a confirmed booking or upon agreeing any variation of it.

In addition to any deposit required the Company requires pre-payment of 75% of the anticipated total cost of the function 2 weeks prior to the event. This pre-payment is non-refundable.

4 Cancellations

In the event that you cancel your confirmed booking at any time, the Company will require payment of a cancellation charge on the following basis:

(a) If the cancellation occurs more than 12 calendar months before the date of the event, the charge will be the greater amount of £250 or 50% of any deposit payable on confirmation of the booking. The Company will also retain any amount pre-paid for room hire.

(b) If the cancellation occurs 12 calendar months or less but more than 6 calendar months before the date of the event, the charge will be the greater amount of £500 or the full amount of any deposit payable on confirmation of the booking. The Company will also retain any amount pre-paid for room hire.

(c) If the cancellation occurs 6 calendar months or less but more than 3 calendar months before the date of the event, the charge will be 50% of the minimum cost of the event (excluding VAT) as set out in the accepted confirmation of the booking and of any variations to the minimum cost subsequently agreed in writing with the Company.

(d) If the cancellation occurs 3 calendar months or less but more than 6 weeks before the date of the event, the charge will be 75% of the minimum cost of the event (excluding VAT) as set out in the accepted confirmation of the booking and of any variations to the minimum cost subsequently agreed in writing with the Company.

(e) If the cancellation occurs 6 weeks or less before the date of the event, the charge will be 100% of the minimum cost of the event (excluding VAT) as set out in the accepted confirmation of the booking and of any variations to the minimum cost subsequently agreed in writing with the Company.

Notice of any cancellation must be given in writing.

The Company will use reasonable efforts to obtain alternative bookings for the date of any cancelled event and if successful, will reduce the amount of any cancellation charge payable and refund, if appropriate, any pre-paid room hire charges. The Company reserve the right to make an administration charge in these circumstances.

18

Any reduction or waiver of cancellation charges or other refunds will be entirely at the discretion of the Company's directors.

5 Postponements or Changes of Date

A postponement or change of date of the event will be treated by the Company as a cancellation, unless a new date is set immediately and is in within 2 months of the original date for the event agreed on confirmation of the original booking. The Company cannot make any commitment regarding availability of alternative dates for postponed or changed events.

6 Variation in Numbers

The Company requests that final numbers for an event are confirmed not less than 48 hours before the event, the final number confirmed will be the minimum number for which the cost per person is charged. If the final number represents less than 90% of the original number agreed at the time of acceptance of the confirmed booking, the Company reserves the right to charge on the basis of 90% of the original number booked unless otherwise agreed in writing.

If the number attending an event is greater than the confirmed number the Company will use reasonable efforts to provide goods and services of comparable quality for the additional number and will charge for them at the same cost per person.

7 Payments of Account

Where established credit facilities do not exist, you will be required to settle your account before departure unless prior arrangements have been agreed with the Company's directors.

8 Miscellaneous

a) The only food and beverages served on the Company's premises will be those supplied by ourselves. No guests may bring their own food or beverages onto the Company's premises for consumption, unless prior arrangements have been made with the Company's directors.

b) The Company reserves the right to charge for any damage caused by you or your guests during the event.

c) Any publicity material being produced in connection with your event must be approved in advance by the Company's directors.

d) The Company does ask that all guests adopt a reasonably smart dress whilst on its premises.

e) The Company observes the licensing laws without exception

f) All belongings remain the sole responsibility of the client and must be removed at the end of the function. Any items left will be disposed of at the Hotel's discretion.

g) Card payments can only be made when the guest is present. Telephone transactions are no longer accepted.