

Valid from 1 JANUARY 2010

CELEBRATIONS AND PARTIES

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

WILLERBY MANOR HOTELS LTD – Valid from January 2010

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 £420.00

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

THE TALBOT SUITE £295.00

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

THE MARGAUX SUITE £105.00

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

CHILDRENS PARTY ROOM HIRE £110.00

SUNDAY CHRISTENING ROOM HIRE £130.00

All the above prices include VAT

HOT BAPS @ £6.75 (1 bap per person)

Please choose two fillings:

Roast Local Beef
Cheese and Tomato
Sausage and Sauté Onions
Roast Pork and Stuffing
Bacon

Served with potato wedges

HOT FORK BUFFET @ £15.10

Please select two hot dishes:

Steak and Ale Pie with mushy peas
Vegetable Chilli and Rice
Wild Mushroom and Spinach Risotto
with green salad & crusty bread
Beef Lasagne with tossed salad &
garlic bread

Marbled Chocolate Torte with Raspberry
Compote

Prices from January 2010

FINGER BUFFET @ £9.55

A selection of Closed Sandwiches:

Honey Roast Ham with English Mustard & Rocket / Egg & Mustard
Cress / Mild Cheddar Cheese & Pickle / Roast Chicken Salad /
Tuna & Sweetcorn

**PLUS any 5 items from the list below (additional items to be charged
at £1.80 per item)**

Vegetable Kebab with Soy Sauce
Chicken Tikka Kebab with Natural Yoghurt
Vegetable Spring Roll, Dipping Sauce
Duck Spring Roll with Plum Sauce
Chicken & Black Bean Spring Roll
Homemade Vegetable Quiche
Homemade Yorkshire Ham & Leek Tart
Sausage Roll
Battered Plaice on a Stick with Creamy Minted Mushy Peas
Plaice Goujons with Tartare Sauce
Fiery Chicken Wings
California Roll with Prawns & Cos Lettuce
Five Bean Chilli Bruschetta
Scottish Smoked Salmon on Rye Bread, Greek Yoghurt
Pastrami & Vegetable Roll with Tomato Salsa
Open sandwich of Chicken Caesar on Bloomer Bread
Mini Beef Burger on Toasted Bun, Homemade Tomato Ketchup
BBQ Chicken Drumsticks
Vegetable Crudités & Dips
Tempura Vegetables with Sweet Chilli Sauce
Vegetable & Cashew Nut Samosas
Homemade Bread Sticks with Hommus

FINGER DESSERTS

Fruit Kebabs with Mango Dipping Sauce
Chocolate Brownies
Extra Fruit Flapjack
Caramel Shortbread
Victoria Sandwich
Chocolate Éclairs

**Homemade chips or Potato Wedges can be added to any
buffet at £10.95 per bowl (serves approx 8 persons)**

Selection of Mini Desserts @ £2.10 per serving
Additional Tea/Coffee @ £1.60 per serving

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HOT CARVED BUFFET MENU @ £27.00 per person

Local Goats Cheese and Asparagus Tart
With Mediterranean vegetables and pepper coulis

Roast Loin of Pork
With apple sauce and crackling

Roast Breast of Turkey
Chipolata sausage, stuffing and roast gravy

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

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BUFFET MENU B1 @ £21.75

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

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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 @ £24.85

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 HOTELS LTD – Valid from January 2010

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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 @ £29.95

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 Bavarois
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

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 at current rate

This list supersedes all previous Banqueting Menus

Please be aware that some of our dishes may contain nut or nut derivatives.
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SUPPORTING LOCAL SUPPLIERS

Our chefs 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
@ £3.65 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 £2.80 per person

Please choose one item from each course to be enjoyed by the whole party
Menu @ £22.50 per person

Starters

Fish Fingers

with tartar sauce and pea veloute

Soup of Your Choice

(choose from list provided)

Chicken Liver Parfait

with walnut brioche, grape chutney

Smoked Haddock with Welsh Rarebit

served upon tomato and red onion salad

Trio of Melon and Fruit Cocktail

with watermelon sorbet

Spiced Prawn & Whitefish Patties

cucumber relish and sour cream

Caesar Salad

Cos lettuce, croutons, olives, bacon & parmesan cheese

Creamy Local Goats Cheese Panacotta

With poached pear, walnut salad with lemon & honey dressing

Mushroom, Spinach Risotto Cake

with tomato rocket salad finished with white wine sauce

Main Courses

Roast Turkey Breast

with lemon thyme stuffing, pork sausage, rosemary roast potatoes & gravy

Beef Bourguignon

with boiled potatoes, cured bacon, butter mushrooms all in a rich red wine sauce

Osso buco (Braised Shin of Rosy Veal)

with provencal vegetables, chateaux potatoes, thyme jus

Sauté Lemon & Pepper Chicken Casserole

with sauté mushrooms, spinach and creamy parsley mashed potato

Slow Braised & Roasted Loin of Belly Pork Roll

with pease pudding, seasonal greens and cider gravy

Navarin of Lamb

with boiled potatoes, minted turnip and carrots

Slow Braised Yorkshire Beef with Vegetable & Potato Cake

spiced red cabbage, roast red onion gravy

Roast Chicken Supreme

With all butter fondant potato, parsnip puree, smoked bacon, roast chicken gravy

Shepherds Pie

with minted garden peas, battered finger carrots, lamb gravy

Peppered Medallions of Yorkshire Pork Loin

Creamy potato puree, sauté leek & chestnuts, peppercorn sauce

Roast Leg of Lamb with Sage, Onion, Mint Stuffing

cabbage & onions, roast potatoes, redcurrant jus

Cont/ ... Desserts

/10

Desserts (£22.50 menu)

Eton Mess

meringue with whipped cream and strawberries

Cheese Plate

mature Cheddar, Yorkshire Blue & Brie with walnuts, chutney & water biscuits

Chocolate Cup

filled with marble chocolate, mousse & poached cherries

Sticky Toffee Pudding

with vanilla custard & toffee sauce

Seasonal Poached Fruits

in rich vanilla & cinnamon syrup with lemon pastry cream

Arctic Roll

with pistachio ice-cream and poached pear

Bramley Apple Pie

and custard

Coffee and Mints

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

Menu @ £23.25 per person

Starters

Rose of Honeydew & Cantaloupe Melon

With watermelon sorbet and peppered strawberries

Smoked Chicken & Red Wine Poached Pear Salad

With crisp bacon, herb croutons and port wine dressing

Soup of Your Choice

(choose from the list provided)

Scottish Salmon & Fresh Salmon Fishcake

With dressed salad leaves, prawn & parsley sauce

Platter of Parma Ham, Cherry Vine Tomatoes & Buffalo Mozzarella

With aged balsamic vinegar

Main Courses

Traditional Roast Chicken Supreme

With roast potatoes, sage & onion stuffing, bread sauce and gravy

Slow Braised Rump of Yorkshire Beef

With pommes anna, sauté spinach, honey parsnips and red wine sauce

Manor House Farm Pork Fillet

Wrapped with pancetta, creamy champ, roasted root vegetables and rosemary gravy

Braised Turkey Escalope

With roasted new potatoes, Mediterranean vegetables and spiced tomato ragout

Low Green Farm Braised Lamb Steak

With bubble and squeak, red onion marmalade, herb roasted vegetables and minted lamb gravy

Desserts

Citrus Tart with Poached Strawberries

With strawberry sorbet

Chocolate Mille Feuille

With raspberry compote

Sticky Toffee pudding

With toffee sauce and vanilla custard

A Duo of Cheeses

With homemade chutney, celery and grapes

Coffee and Mints

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

Menu @ £25.00 per person

Starters

Prawn & Waldorf Salad

With Melba toast

Soup of Your Choice

(choose from the list provided)

Confit of Gressingham Duck Leg

Served upon beetroot & walnut salad, finished with a honey glaze

Thai Fishcake with Oriental Salad

With sweet chilli sauce

Platter of Tropical Fruits

With mango sorbet, syrup and toasted coconut

Main Courses

Salmon En Croute

With parsley buttered potatoes, panache of green vegetables and parsley veloute

Duo of Manor House Pork fillet & Slow Roast Belly Pork

With boulangère potatoes, puree of swede,
Savoy cabbage and sweet shallot gravy

Braised Lamb Shank

With wholegrain mustard mashed potatoes,
minted green beans and redcurrant gravy

Roast Honey Glazed Gressingham Duck Breast

Roast baby potatoes, sauté spinach and a sweet woodland berry jus

Chicken Breast filled with Sun Blush Tomatoes & Ricotta Cheese

With Mediterranean vegetables, herb rosti and basil & tomato veloute

Desserts

Bakewell Tart

With vanilla ice cream and a compote of berries

Marble Chocolate Terrine

With brandy snap horns filled with poached strawberries

Apricot & Sultana Bread & Butter Pudding

With vanilla & cinnamon custard

A Duo of Cheeses

Served with traditional accompaniments

Coffee and Mints

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

Menu @ £26.50 per person

Starters

Wild Mushroom & Leek Tartlet

With goats cheese glaze, finished with cranberry dressing

Smokes Trout Croquette

With pickled cucumber & watercress salad and gribiche sauce

Boiled Yorkshire Ham & Roast Belly Pork Terrine

With apricot & apple chutney, mini brioche bun and smoked bacon salad

Soup of Your Choice

(choose from the list provided)

Medley of Mussels, Clams, Tiger Prawns & Salmon

In white wine sauce, served in a puff pastry case

Main Courses

Roast Sirloin of Yorkshire Beef with Yorkshire Pudding

Two thick slices of beef cooked medium rare with roast potatoes and roast gravy

8oz Peppered Sirloin Steak

with fondant potato, French beans, roasted cherry tomatoes,
finished with brandy & peppercorn sauce

Rack of Lamb

with rosti potato, puree of squash, sauté leeks & pancetta
and red wine sauce

Pot Roasted Guinea Fowl in Red Wine

With smoked bacon & shallots, braised vegetables,
pickled red cabbage, creamy potato puree

Lemon Marinated Medallions of Monkfish

With puree of split peas, medley of baby vegetables.
Finished with sauce sauterne

Desserts

Raspberry & Vanilla Crème Brulée

With shortbread biscuit and toasted almonds

Choux Swan

Filled with fresh cream & strawberries on a pool of vanilla anglaise

English & Continental Cheeses

With homemade chutney, pickled walnuts, celery and grapes

Baked Chocolate Tart

Served with homemade lemon ice cream

Apple Tart Tatin

With custard ice cream & roasted pecans

Coffee and Mints

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

Menu @ £29.00 per person

Starters

Scottish Smoked Salmon & Norwegian Prawn Delice

With cream cheese, lemon & cucumber salad and saffron bread

Homemade Whitby Crab Cakes

With asparagus spear and lemon butter sauce

Warm Brioche Bun filled with Ragout of Wild Mushroom

Finished with quail egg and rocket salad

Duck & Chestnut Terrine

With sweet cranberry compote and toasted walnut loaf

Soup of Your Choice

(choose from the list provided)

Main Courses

Noisettes of Lamb with Black Pudding Stuffing

Fondant potato, Provençal vegetables, wilted spinach and Madeira jus

Roast Loin of Venison

With dauphinoise potatoes, honey roast carrots and blackberry jus

6oz Fillet of Yorkshire Beef

With buttered panache of baby vegetables,
Roasted baby potatoes and hollandaise sauce

Pan Roasted Fillet of Sea Bass

On a bed of crusted herb new potatoes, with artichoke puree
and a spinach & cream sauce

Traditional Half Roast Duckling

With honey baby parsnips, roasted potatoes,
beetroot & caramelised apples and a port jus

Desserts

Indulgence of Chocolate

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

Strawberry & Champagne Terrine

With clotted cream and brandy snap crisps

Walnut & Honey Tart

With bitter orange ice cream and walnut wafers

Cappuccino Brulée

With tiramisu ice cream

English & Continental Cheeses

With homemade chutney, pickled walnuts, celery and grapes

Coffee and 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 sautéed 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

Vegetable Curry

With boiled rice and mango chutney

A Selection of Cold Vegetarian Dishes

Feta Cheese & Spinach Tart

With a lightly tossed salad

Greek Salad

With French beans, olives, cherry vine tomatoes, feta cheese and aged balsamic

Cold Vegetable Coulibiac

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

BANQUETING WINE LIST

PLEASE CONTACT OUR CONFERENCE & BANQUETING OFFICE FOR
CURRENT WINE LIST – TELEPHONE 01482 672672

WILLERBY MANOR HOTELS LTD

Please complete this form and return it to the Best Western Willerby Manor Hotel via fax or post.

Willerby Manor Hotels Ltd
 Well Lane
 Willerby
 Hull
 HU10 6ER Fax: 01482 672677

WINE ORDER FORM

DATE OF FUNCTION NAME OF FUNCTION.....

NAME.....

COMPANY.....

ADDRESS.....

TELEPHONE NUMBER

NUMBER IN PARTY TABLE NUMBER.....

BIN NUMBER	<u>NUMBER REQUIRED</u>	NAME OF WINE	PRICE	TOTAL VALUE
		Sparkling Abbeywell		
		Still Abbeywell		

All prices include VAT at the current rate.

Due to new chip & pin regulations, you can now pre pay for your wine to avoid leaving your table during coffee. In order to pre pay please enter your credit card details below:

Card Type	<input type="text"/>	Card Number:	<input type="text"/>
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Valid from:	<input type="text"/>	Issue No.	<input type="text"/>	Exp. Date	<input type="text"/>
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SPECIAL INSTRUCTIONS

SIGNATURE

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

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.



BALLOONS!

Make Your

Celebration

Extra Special !

Our balloon table
decorations add that
special something to
your event.

3 helium filled balloons
in your choice of colour

ONLY
£4.50

Valid from January 2010

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.

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.

FUNCTION BOOKING FORM

Once you have decided on the date of your function, please would you complete the details below with your provisional requirements. This must be returned together with your deposit and letter of confirmation. The details requested are to help both yourselves and the Co-ordinators and are only preliminary requirements at this stage.

DATE OF FUNCTION

FUNCTION ROOM

NAME OF GUEST

ADDRESS.....

POSTCODE.....EMAIL:

Telephone (Day).....Telephone (Evening).....

TIMINGS

TIME

Arrival at the Best Western Willerby Manor Hotelam/pm

Reception Drinksam/pm

Meal servedam/pm

<u>NUMBER OF GUESTS</u>	ADULT	CHILD
Lafite Meal
Evening Party

ENTERTAINMENT

DJ.....

BAND.....

ACCOMMODATION BOOKED WITH RECEPTION

YES/NO

ADDITIONAL INFORMATION:

We confirm we accept your Booking Conditions and Terms of Agreement

Signed Guest 1..... Signed Guest 2..... Date.....