

LYSSES HOUSE
HOTEL



Catering for a
Private Party
or
Function

Welcome to Lysses House Hotel

Introduction

Thank you for considering Lysses House Hotel for your forthcoming event.

We appreciate that organising a function, whether it be for 40 or 130 people, is hard work. At Lysses House we can offer a sit down meal or a range of buffets to cater for a variety of tastes and budgets.

This booklet is a brief guide to some of the things we can do to help plan your event and ensure it runs smoothly.

We will be delighted to offer our expert guidance and assistance in discussing any specific requirements you have to make your special occasion a memorable one.

At Lysses House Hotel you can be assured of superb food, fine wines, friendly and personal service. Our staff will endeavour to meet your every individual request and ensure that you are free to enjoy your special event.

Clive Wright
Food & Beverage Director
Lysses House Hotel

At Lysses House Hotel we are pleased to offer:

Professional service, tailored to your individual requirements.

Drinks on arrival in the comfort of the lounge or relaxing on the garden terrace.

Bud vases on all the tables.

Cake stand and knife if required.

An extensive wine list.

Full bar facilities.

Use of our garden terrace.

Free parking.

Evening entertainment arranged.

Preferential accommodation rates for guests attending your function
(Subject to availability)

Free maps should you wish to send them to your guests.

Extras

Flowers, balloons and chair covers can make an attractive addition to your function.

Please ask if you would like further information.

Facilities

Your function may be held in our Richmond Restaurant or the Hampshire Suite.

Our Richmond Restaurant is on the ground floor and seats up to 72 people.

Our Hampshire Suite is situated on the first floor and can seat up to 98 people. There is a lift available to the first floor if any of your party are unable to manage the stairs.

Toilets, including facilities for the disabled are situated on the ground floor. There are further toilets on the first floor. A cloakroom is situated opposite reception.

There are several steps at the entrance to Lysses, so please inform us if any of your party are wheelchair bound as ramps can be positioned over the steps prior to your arrival.

Private facilities for a formal function are available from Monday to Friday and Sundays for a minimum of 40 adults. On Saturdays the minimum number required for private use is 50 adults.

For more informal gathering where a finger buffet is required the minimum number is 100 adults and the maximum number is 130 people in total.



Menu Selection

Formal Functions

Lunchtime functions are served between 12.00 and 2.00pm and are charged at £26.50 per person.

Functions served after this time will be treated as dinner functions and will be charged at £32.75 per person.

Menu Choice

Our aim is to provide you with the highest possible level of service and food quality.

In order to achieve this we ask that you either:

A) Choose one starter, main course and dessert on behalf of your guests

or

B) Select a choice of three starters, main courses and desserts and obtain a pre-order from your guests at least one week prior to the date of your function.

Alternatively the formal buffet menu may be served.

Vegetarians and special dietary needs can be catered for separately.

If any of your party have an allergy please speak to a member of staff before placing an order.

Starters

Pea and mint soup served with crispy croutons* V / GF

A pulled pork terrine flavoured with star anise served with our own chutney and olive oil toasts * GF

Thinly sliced gravelax of salmon marinated with beetroot served with a lemon scented crème fraiche GF

Loosehanger mild goats cheese salad with sun blush tomatoes, crispy croutons*, toasted pine nuts and a honey and seed mustard dressing V / GF

Roast onion, pear and Stilton tart served with tomato salsa V

Smoked trout, beetroot and potato salad drizzled with natural yoghurt and horseradish dressing GF

Thinly slices Parma ham and melon GF

A Portabella flat mushroom topped with a mix of spinach, shallots and tomato concasse, glazed with Cheddar cheese V / GF

Thinly sliced duck breast salad with a fine dice of apple, radish, baby lettuce leaves and red pepper, finished with a sweet and sour dressing GF

Pressed chicken and leek terrine served with red onion confit and toasted brioche

A salmon and chive flavoured fish cake, deep fried and served with home made tartar sauce

V - Vegetarian

GF - Gluten Free

* Gluten Free available. Please state when placing your order

Main Courses

Chicken breast roasted with a thyme scented butter, set on a base of mashed potato and wilted greens, finished with a red wine and thyme sauce and Parmesan crackling GF

Baked fillet of cod wrapped in Parma ham served with pan fried leeks and crushed new potatoes flavoured with seed mustard, finished with a dill and cream sauce GF

Rump of lamb roasted until pink, set on a puree of sweet potato, served with sugar snap peas and a red wine and basil sauce GF

Sirloin steak char grilled until medium, with Dauphinoise potatoes, pan fried black pudding, shallots, parsley and olives and a rich red wine sauce GF

Roast pork tenderloin served with sautéed potatoes and a wild mushroom, shallot and parsley cream sauce GF

Pan fried fillet of salmon served with goats cheese mashed potato, red onion confit and a chive cream sauce GF

Beetroot risotto with roasted root vegetables topped with deep fried parsnip crisps and chive butter sauce V / GF

Pan fried corn fed chicken, set on a base of bubble and squeak, served with tarragon roasted cherry tomatoes and a tarragon scented sauce GF

Fillet of sea bass, pan fried with shallots, fennel and olives, served with crushed new potatoes and a dill and white wine sauce GF

Garlic and basil flavoured tagliatelle served with char grilled vegetables and a sun blush tomato butter sauce V

All fish dishes can be served as a fish course for an additional £5.25 per person

Dessert Menu

Passion fruit curd tart topped with meringue V

Banana Eton mess with whipped cream and nut brittle,
finished with a fudge sauce V / GF

A fruit and nut flavoured milk chocolate brûlée
served with a crisp gingerbread biscuit V / GF*

Profiteroles filled with whipped cream and
coated with a dark chocolate sauce V

Vanilla and raspberry pannacotta served with a shortbread
and poppy seed biscuit V / GF*

Sticky toffee pudding served with fudge sauce and ginger ice cream V

Apple and sultana crumble tart flavoured with nutmeg and served with
vanilla seed ice cream V

Chocolate and raspberry trifle topped with toasted flaked almonds V

Iced rhubarb parfait served with a coconut tuille biscuit V / GF*

A selection of cheese and biscuits V

Cheese and biscuits can be added as an extra course for an additional £4.95 per person

GF* - if served without the biscuit

Formal Buffet Menu

Poached salmon fillets

Lightly curried Coronation chicken

Roast rib of beef with horseradish sauce

Slices of succulent ham

A selection of spicy onion bhajis, spring roll and samosas

Hot new potatoes

Lysses coleslaw

A selection of continental lettuce leaves

Rice salad flavoured with turmeric

Tomato and cucumber salad scented with fresh basil

A choice of dessert from the menu

Freshly brewed tea or coffee served with petits fours

Informal Finger Buffet Selection

Buffet Menu FM1 **£17.00 per person**

A selection of freshly made sandwiches

Sausage rolls

Chicken saté with peanut sauce

Spinach and Onion bhajis

Vegetable spring rolls

Vegetable Samosas

Cheese and onion quiche

Puff pastry canapés

A selection of crisps, twiglets and cheeselets

Buffet Menu FM 2

£21.50 per person

A selection of freshly made sandwiches

Sausage rolls

Chicken saté with peanut sauce

Spinach and onion bhajis

Vegetable spring rolls

Vegetable samosas

Cheese and onion quiche

Puff pastry canapés

A selection of crisps, twiglets and cheeselets

Home made pizza

Dim sum

Goujons of plaice with a lightly curried tomato dip

Chicken drumsticks

Children

Children are most welcome.

A price reduction of 50% is available for children under the age of 12. There is no charge for children under 5. A special menu is available for children on request.

Bar Facilities

Bar facilities are available from 11am until 11pm. An extension until 12.30am is possible by prior arrangement only in conjunction with a meal of buffet.

There is a charge if an extension is required:

Extension until 11.30pm	£ 85.00
Extension until midnight	£ 95.00
Extension until 12.30am	£120.00

Hotel residents and their guests may continue to use the bar for as long as they wish.

Entertainment

For private evening functions we will be happy to arrange a disco on your behalf for a charge of £310.00. Our resident DJ continues to play until midnight. If you wish to provide your own DJ, they will need to provide us with a copy of their public liability insurance and electrical safety records.

Please contact us if you require alternative entertainment.

Overnight Accommodation

There are 21 contemporary en-suite bedrooms including single, double, triple and family style rooms. Every room features a private bathroom, remote control digital colour television with freeview, trouser press, hairdryer, tea and coffee making facilities and direct dial telephone. Guests attending your function who would like to stay overnight can do so at a special reduced rate of £45.50 per person including full English breakfast.

This special offer is available on Friday, Saturday and Sunday nights so your guests can enjoy a short break for the same excellent value.

Reservations are subject to availability and a booking is only regarded as firm when payment in full for the first nights stay has been received or a credit/debit card number has been given to guarantee the booking.

Further terms and conditions apply. Please do not hesitate to contact our reception staff for further information.

How to Book

- Please ensure you have read and understood our terms and conditions.
- Estimate the number of people who will attend.
- Telephone us for availability.
- We are able to hold the date provisionally, with no obligation for up to 14 days.
- Arrange a suitable time to view our facilities.
- Arrange an appointment with our Food and Beverage Director to run through your function in more detail.
- We will send written confirmation of the booking details and costs.
- Pay your deposit to confirm the booking.
- Please do not hesitate to contact us if you require any further information or you wish to visit us again for any reason. You will always be welcome.

Terms and Conditions

The details in this booklet are based on the minimum number stated.

All functions are required to finish at the time agreed when booking as an extended time may not always be possible.

How to Book

Make a provisional booking with us, which we will hold for up to 14 calendar days with no obligation.

During that time we will contact you to arrange a meeting to discuss your requirements in detail. We will prepare a written quote and Contract Document for you, based on your expected numbers.

The Contract Document represents the first part of the formal contract between you and Lysses House Hotel. These Terms and Conditions form the second part of the contract. Where there is a contradiction between the Contract Document and the Terms and Conditions, the Contract Document will take precedence.

When we have received your completed and signed Contract Document, together with the appropriate deposit, the booking is confirmed and you have been deemed to accept our terms and conditions. You will be provided with a written receipt.

Please see the payment timetable opposite.

Deposits, Prices and Payments

All deposit payments are non refundable.

All deposits are calculated from the cost of the function as shown on the contract. If you fail to make a deposit payment by the due date we will assume that this represents a cancellation by you. However, we will always try to contact you before taking any further action.

All prices are inclusive of VAT at the current rate.

We will honour the prices quoted on the Contract Document, excluding the VAT element, for a maximum of six months. VAT will always be charged at the rate in force on the date of the function.

The arrival drinks, wine and Champagne will be charged at the prices shown on the price list current on the date of the function.

Timetable of Deposit Payments and Notification of Numbers

All deposit payments are non refundable

Timetable	Action Required
On contract signature	Pay deposit of 10% of the contracted amount
12 weeks before the date of the function	Pay deposit of a further 40% of the contracted amount
6 weeks before the date of the function	Pay deposit of the final 50% of the contracted amount.
Approximately 1 month before the date of the function	We will contact you to arrange a final meeting. We will need an update on numbers attending and changes to the chosen menu and beverages.
48 hours prior to the event	Please notify us of final numbers
On departure	The total cost will be calculated using the number of people actually attending or the number notified 48 hours prior to the event, whichever is greater, subject to minimum numbers.
Within 7 working days of the function	Any monies owed to you will be refunded.

Cancellation by the Hotel

If due to circumstances beyond our control Lysses House Hotel becomes unavailable for the booked event, then we will make every effort to find an alternative venue on your behalf.

If this is not possible then a full refund of your deposit payments made will be given.

Cancellation by You

Sometimes for reasons beyond your control, you may have to cancel your event. Your deposits are non refundable. We strongly advise you to take out event insurance for your booking to cover the risk of loss. We would be happy to provide you with the contact details of a specialist event insurance company.

Damage and Loss

Damage caused to the fixtures and fittings of the hotel by you or your guests during the event are your responsibility. The replacement or repair after any such damage will be charged to you in full. This also includes any costs we incur in order to clean an area as a result of you or your guests smoking inside the building. Lysses House is an entirely non smoking establishment.

Lysses House cannot accept liability for loss or damage to customers' property unless the loss or damage can be proved to have been caused by the negligence, wilful act or default of the management or its employees.

Cloakrooms are not secure and notices to that effect are in clear view.

Valuable items may be accepted for safe keeping with reception at the discretion of the hotel

Law

This contract is subject to the laws of England



All the staff at
Lysses House Hotel
look forward to
welcoming you

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