

LYSSES HOUSE
HOTEL



Catering for a
Funeral

INTRODUCTION

It is important for family and friends to get together after the death of a loved one, as it gives everyone a chance to be together to share their sadness and remember all the good things about them. It is also a very difficult time if you are the person who is responsible for organising the funeral. There will be lots of things you have to deal with of which you may have no experience. Catering for large numbers of people is hard work, but it is especially difficult during a time when you may be finding it emotionally difficult to perform. Your house might not be big enough or you may just not have the time to prepare.

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 make the day run smoothly.

LOCATION

Lysses is ideally situated in a central location, just five minutes from junction 11, M27 and fifteen minutes from Portchester Crematorium, along the A27. Free car parking is situated at the rear of the hotel through the archway.

ENSURING STANDARDS OF SERVICE

Staff

We take pride in our high standards of service, while continuing to provide a friendly and informal atmosphere. All our staff are of smart appearance and at all times will be discreet and considerate. We are always willing to discuss your individual requirements and our staff can always be approached to help with any matter.

Children

Children are most welcome and will be treated with the same respect you would expect us to show an adult.

FACILITIES

We are able to cater for anything up to 100 people depending on your choice of room and catering option.

Between 3pm and 6pm, all our facilities are available for private use, including our Lounge, for a minimum of 30 people. This is ideal for an afternoon tea buffet, providing a calm and tranquil setting in a relaxed Georgian atmosphere. In any of our rooms, the furniture can be positioned as you wish and of course, you are quite welcome to view our facilities prior to your function. Please telephone us to arrange a suitable time.

Between 12pm and 3pm we can offer private facilities in one of our rooms situated on the first floor (No minimum numbers). These are ideal for informal buffets or small private lunches. Our restaurant and lounge are also available, however we are unable to offer these on a private basis during this time.

No room hire charge is applicable unless a civil service is required, which will incur a charge of £305.00

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.

Toilets, including facilities for the disabled are situated on the ground floor. A cloakroom is located opposite reception.

For functions booked in our first floor rooms, there are further toilets and a lift is available should any of your party be unable to manage the stairs.

If you need personal privacy.....

Keeping a brave face all day in front of friends and family is emotionally draining and you may feel that either yourself or members of your family need a few moments to themselves. Please contact reception who will arrange somewhere private for you to collect your thoughts.

CATERING

Menu Selection

A sit down meal can be organised. Please ask for a copy of our current menu selections.

Buffets

We offer a range of buffets to cater for a variety of tastes and budgets. Detailed are a selection of our most popular. If you wish to discuss your own individual requirements, please contact our Chef Manager, Mr Clive Wright.

Prices are quoted per person.

Sandwich Buffet

£9.95

FB1

A selection of freshly made sandwiches
Crisps and savoury nibbles

Titchfield Buffet

£15.75

FB6

A selection of freshly made sandwiches
Crisps and savoury nibbles
Leek and bacon quiche
Hot savoury puff pastry canapés
Meringue shells filled with whipped cream
Sultana scones with a selection of jams

Wallington Buffet

£19.50

FB7

A selection of freshly made sandwiches

Home-made pizza topped with herbs

Chicken saté

A selection of savoury canapés

Sultana scones with a selection of jams

Chocolate eclairs

Rich shortbread biscuits

Wickham Buffet

£24.95

FB8

A selection of freshly made sandwiches

Vegetable samosas

Goujons of plaice with a tomato dip

Vegetable spring rolls

A selection of savoury canapés

Chicken saté

Crisps and savoury nibbles

Meringue shells filled with whipped cream

Chocolate eclairs

Rich shortbread biscuits

REFRESHMENTS

Most gatherings begin with a drink on arrival. **Sherry** is a popular choice at **£2.70 per person** or a glass of red or white wine. Please ask for a copy of our wine list. It is more cost effective for you to buy wine by the bottle. (You get about 6 glasses to a bottle). It is also a good idea to provide a non alcoholic alternative for those who may be driving. (e.g. **fruit juice at £6.95 per jug**). If you prefer not to offer drinks, the bar will be open throughout for people to purchase their own drinks.

Tea and coffee can be provided at any time for **£2.35 per person**.

The extra special things....

If you have something personal to your loved one that you would like on display, such as photos or a special collection, or you would like to bring your own special music for example, please contact us to make the necessary arrangements.

HOW TO BOOK

- Estimate the number of people who will attend and how much you have to spend.
- Telephone us for availability.
- Arrange a suitable time to view our facilities.
- A member of staff will be available to discuss your requirements further.
- If you decide to go ahead with the booking we will complete a booking form, showing estimated costings and give you a copy.
- The costings will be based on the estimated numbers that you give us at the time. Small changes to numbers can be made for unexpected guests and will be charged accordingly. Please let us know as far as possible in advance.
- All personal details will of course remain confidential.

PAYMENT

Payment may be made prior to or on the day. All our prices include VAT and we accept cash, debit and credit cards (Mastercard, Visa and American Express).

We will provide a written receipt on the day. If you require a formal receipt we can arrange to forward one to an address of your choice.

WE ARE HERE TO HELP

At Lysses House you can be assured of excellent food, but most of all, friendly, personal service from our staff, who will endeavour to meet your every individual request. Do not hesitate to call us if you require any further information or wish to visit us again for any reason. You will always be welcome.



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

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