

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 £36.50 per person.

Functions served after this time will be treated as dinner functions and will be charged at £43.50 per person.

There is no additional room hire charge.

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 you require information regarding the presence of allergens in any of our food or drink, please ask before ordering. Whilst a dish may not contain a specific allergen, due to the wide range of ingredients used in our kitchen, foods may be at risk of cross contamination by other ingredients.

Starters

Salmon, smoked haddock and dill fish cakes, deep fried and served with horseradish flavoured tartar sauce and a selection of lettuce leaves.

A spinach and red onion confit tartlet topped with smoked Applewood cheese set on a base of lettuce, celery, apples and raisins **V**

A rustic pork and chestnut terrine served with olive oil toasts and our own chutney

An avocado tower topped with crayfish tails, fennel and cucumber, bound with chive mayonnaise, surrounded with a rocket leaf, spinach and watercress salad **GF**

Slow roasted plum tomatoes with herbs and garlic, served with mozzarella cheese, olives and a micro herb salad **V GF**

A smooth smoked mackerel terrine served with a pink grapefruit and crab salad **GF**

Diced salmon tartare, mixed with avocado, cucumber and a lemon flavoured mayonnaise, served with a pea shoot salad **GF**

Portabella mushroom filled with ratatouille, topped with a slice of goats cheese and glazed in the oven **V GF**

Leek and potato soup served with crispy croutons **V * GF**

A smoked chicken, mango and avocado salad with a citrus fruit and chive dressing, topped with toasted pine nuts **GF**

V - Vegetarian

GF - Gluten Free

* Gluten Free available. Please state when placing your order

Main Courses

Pan fried chicken breast with roasted red peppers and roasted new potatoes, finished with a wild mushroom and cream sauce GF

Rump of lamb roasted until pink, served with roast potatoes, minted green beans, peas and mange tout, finished with a port wine sauce GF

Chicken breast stuffed with a tarragon and goats cheese mousse, set on a base of spinach and mashed potato, finished with a red wine and tarragon sauce GF

Confit of duck leg, slowly cooked with garlic and herbs, served with sauteed potatoes, red onion confit and a plum sauce GF

Natural smoked haddock, steamed and served with a seed mustard mashed potato, curly kale and roasted cherry tomatoes, finished with a cream and chive sauce GF

Fillet of cod dusted with mild curry powder, pan fried and served with sauteed mushrooms, shallots, new potatoes and a creamy mussel sauce GF

Sirloin steak with Dauphinoise potatoes, Savoy cabbage, shallots and beetroot, finished with a red wine and thyme sauce GF

Roasted pork fillet, served with sauteed potatoes, sun blush tomatoes, olives and shallots, finished with a basil and red wine sauce. GF

Pan fried sea bass set on a base of crushed new potatoes served with roasted beetroot and shallots, finished with a white wine and dill sauce GF

Butternut squash and lentil casserole served with a tarragon quinoa V GF

Portabella mushroom filled with ratatouille, topped with a slice of goats cheese and glazed in the oven V GF

All fish dishes can be served as a fish course for an additional £12.50 per person

Dessert Menu

Eton mess with meringue, whipped cream, lemon curd and strawberries,
topped with flaked almonds V / GF

A coffee and Baileys pannacotta served with a gingerbread biscuit *GF

A banana and almond tart served warm with caramel ice cream
and vanilla sauce V

Profiteroles filled with whipped cream and topped with dark chocolate
sauce and white chocolate shavings V

A blueberry cheesecake served with vanilla sauce and meringue shards V

A dark chocolate and mint mousse served with chocolate crumb and
honeycomb crunch GF

An apple, cinnamon and sultana crumble tart served warm with
vanilla ice cream V

Iced pineapple and Malibu parfait served with a coconut biscuit and
toasted almonds V / *GF

A selection of cheese and biscuits V / *GF

Cheese and biscuits can be added as an extra course for an additional £8.00 per person and will be
served as a platter per table.

* Gluten Free available. Please state when placing your order

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 **£23.00 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 FM2

£28.50 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 aged between 5 and 12.
Under 5's are charged at 25%.

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 or buffet.

There is a charge if an extension is required:

Extension until 11.30pm	£ 100.00
Extension until midnight	£ 120.00
Extension until 12.30am	£ 140.00

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 £360.00. 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

Our 21 en-suite bedrooms guest bedrooms are a mixture of single, double, triple/twin and family rooms. All our rooms have a remote control flat screen colour television with freeview, trouser press, hairdryer, tea and coffee tray.

Guests attending your function who would like to stay overnight can do so at a special reduced rate per night, including full English breakfast, of at least 15% discount off our normal rates at the time.

To receive the discount, bookings must be made direct with the hotel. This special offer is available for 7 days either side of your function 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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Website: www.lysses.co.uk

Email: lysses@lysses.co.uk