

Appetisers, Soup & Fish

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|----|--|-----|--|
| A1 | Fresh Salmon Mousse
served with a Smoked Salmon Rosette
offered with a Lime Crème Fraiche | A6 | Chilled Crown of Ogen Melon
filled with Norwegian Prawns
topped with a Lemon Dill Mayonnaise |
| A2 | Fan of Chilled Melon (V)
offered with Kiwi Fruit & Strawberry
served with a Mango Sorbet | A7 | Baked Avocado & Prawns
topped with Tomato Concassé
& Cheddar Cheese |
| A3 | Tomato & Mozzarella Salad (V)
finished with Fresh Basil
drizzled in a Balsamic Vinegar and Oil Dressing | A8 | Brixworth Pate
served with Cranberry Sauce
and French Toast |
| A4 | A Selection of Continental Sausage Meats
& Parma Ham
garnished with Mixed Leaves
& Cherry Tomatoes | A9 | Baked Flat Mushrooms
filled with Spinach & Garlic
topped with Goats Cheese
presented on a bed of Rocket Salad
& drizzled with a Balsamic Vinegar Dressing |
| A5 | Chicken & Pepper Terrine
enveloped in bacon
served with a Sweet Chilli Sauce | A10 | Salad of Smoked Duck
Presented on a bed of Shredded Vegetables
finished with a raspberry vinaigrette |

all served with Freshly Baked Rolls and Butter

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| S1 | Fresh Cream of Tomato (V)
finished with Chives and Soured Orange Cream | S4 | Cream of Carrot & Coriander (V) |
| S2 | Fresh Cream of Asparagus (V) | S5 | French Onion
served with a Parmesan Croute |
| S3 | Fresh Cream of Mushroom (V) | S6 | Cream of Vegetable Soup (V) |
| S7 | Leek & Potato Soup (V) | | |

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| F1 | Fillet of Plaice
served with a Mushroom
and White Wine Sauce | F3 | Fillet of Scottish Salmon
enveloped in Puff Pastry
with a Broccoli and Butter Sauce |
| F2 | Poached Fillet of Salmon
served with Hollandaise Sauce
and Fresh Asparagus Spears | F4 | Tuna Steak
served with a Nut Brown Butter
& Caper Sauce |
| F5 | Fillet of Cod
served with a Tomato & Basil Sauce
offered on a bed of Herbed Mashed Potato | | |

(V) Suitable for Vegetarians

(N) Contains Nuts or Nut Oils

Main Courses

M1	Roast Sirloin of Scottish Beef served with Traditional Yorkshire Pudding and Horseradish Sauce	M9	Roast Leg of Lamb served with Mint Sauce, Redcurrant Jelly & Roast Jus
M2	Fillet of Beef Wellington enveloped in Puff Pastry topped with a Mushroom Duxelle served with a Madeira Sauce	M10	Noisettes of Lamb wrapped in Puff Pastry served with a Rosemary Sauce
M3	Fillet Steak topped with Brixworth Pate served with a Red Wine and Peppercorn Sauce	M11	Baked Rack of Lamb cooked with a Herb Crust served with a Wild Berry Sauce
M4	Roast Sirloin of English Beef served with a Tomato, Mushroom, Onion and Red Wine Sauce	M12	Cajun Chicken served on a bed of Mixed Peppers with a Mediterranean Sauce
M5	Homemade Steak, Ale & Mushroom Pie topped with a Shortcrust Pastry	M13	Supreme of Chicken served with Asparagus Spears and a Chardonnay & Cream Sauce
M6	Roast Loin of Pork offered with a Thyme & Rosemary Stuffing served with a Lemon & Tarragon Sauce	M14	Roast Breast of Spring Chicken served with Savoury Stuffing and Roast Jus
M7	Prime Gammon Steak served with Pineapple & Madeira Sauce	M15	Roast Farmhouse Turkey served with Sage & Onion Stuffing Chipolata Sausage and Bacon Roll and Roast Jus
M8	Roast Leg of Pork served with Apple Sauce & Roast Jus	M16	Trio of Traditional Butchers Sausages served on a bed of herb Mashed Potato with Onion Gravy

Vegetarian & Healthy Eating

V1	Roasted Vegetables & Herbs wrapped in Filo Pastry served with a Hot Tomato Coulis	V3	Penne Pasta cooked with Aubergine & Mixed Peppers finished in a Tomato & Basil Sauce
V2	Savoury Pancake filled with Mixed Peppers & Ricotta Cheese served with a Light Tarragon Sauce	V4	Mushroom Stroganoff served with Pilau Rice
V5	Broccoli, Leek & Stilton Crumble		

All served with
Your choice of One Potato
&
Three Fresh Market Vegetables

Desserts

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|----|---|-----|---|
| D1 | Tart Tatin
Apples cooked in Syrup
offered in a light pastry case
topped with Puff Pastry
served with Crème Fraiche | D7 | Profiterole Pyramid
drizzled with Chocolate sauce |
| D2 | Lemon Mousse | D8 | Duo Chocolate Truffle Torte
Dark Belgium Chocolate Mousse
layered with White Chocolate Mousse
presented on a rum syrup sponge |
| D3 | Individual Tiramisu
light creamy Tiramisu
offered in a White Chocolate Basket | D9 | Fresh Fruit Salad
laced with Cointreau
served with Double Cream |
| D4 | Fresh Fruit Flan
Fresh Fruit offered on a bed of Crème Pâtissier
in a pastry case
served with Double Cream | D10 | Individual Fresh Fruit Pavlova
Fresh Seasonal Fruits presented on a bed of Meringue
with lashings of whipped cream |
| D5 | Strawberry Cheesecake
Fresh Strawberries layered in creamy cheesecake
presented on a bed of crushed biscuits | D11 | Homemade Banoffee Pie
served with Double Cream |
| D6 | Individual Summer Pudding
Fruits of the Forest
enveloped in bread & soaked in natural berry juices | D12 | Farm Fresh Strawberries
served with Double Cream |

Hamptons Speciality

BBP1
Homemade Bread & Butter Pudding
offered with Wild Berries
served with a Wild Berry Coulis & Double Cream

BBP2
Homemade Bread & Butter Pudding
filled with Chocolate Chips
served with a Caramel Sauce

BBP3
Homemade Bread & Butter Pudding
served with a Vanilla Sauce

Cheese

- To enhance your meal, add a cheeseboard**
- C1**
A Selection of English & Continental Cheeses
to include Blue Stilton, Farmhouse Wensleydale, Mature Cheddar & Brie
served with Grapes, Celery and Savoury Biscuits

Coffee & Tea

Freshly Brewed Coffee or Tea
served with Cream or Milk
Chocolate Mint

Cold Buffets

To compliment your chosen Carved or Fork Buffet Menu, add an appetiser from the selection listed at the beginning of this Function & Banqueting Menu Selector

Carved Buffet

A Cold Collation of the following:

Poached Fillets of Fresh Salmon
Roast Sirloin of Beef
Home Cooked Ham
Coronation Chicken
Tricolour Vegetable Terrine

A Selection of Seasonal Salads

Mixed Garden Salad
Homemade Coleslaw
Tomato, Onion & Chive Vinaigrette
Roasted Mediterranean Vegetables & Herbs
Apple Celery & Sultana Mayonnaise
Hot Buttered Baby Jacket Potatoes
A Selection of Dressings
Freshly Baked Rolls & Butter

Your choice of Two Desserts

from the Dessert Menu

A Selection of English & Continental Cheeses

served with Celery, Grapes & Savoury Biscuits

Freshly Brewed Coffee & Tea

Chocolate Mint

Fork Buffet

A Cold Collation of the following Meats

Roast Sirloin of Beef
Sugar Baked Ham
Roast Norfolk Turkey
A Selection of Homemade Quiches

A Selection of Seasonal Salads

Crisp Lettuce Leaf Salad
Tomato, Onion and Chive Vinaigrette
Apple, Celery & Sultana Mayonnaise
Homemade Coleslaw

Buttered Baby New Potatoes

A Selection of Relishes and Dressings

Freshly Baked Rolls & Butter

Either your choice of Two Desserts

Or One Dessert & Cheese Selection

from the Dessert Menu

Freshly Brewed Coffee or Tea

Chocolate Mint

Finger Buffet

A Selection of Freshly Prepared Ciabatta & Torsade to include

Home baked Ham & Salad
Smoked Salmon & Cream Cheese
Egg & Cress Mayonnaise
Chicken Tikka
Prawn Marie Rose
Brie & Tomato

A Selection of Oriental Savouries

Miniature Pizza Slices

Hot Cocktail Sausage & Bacon Wraps

served with a Barbeque Sauce

A Selection of Quiches

Hot Potato Wedges

served with Soured Cream & Salsa Sauce

A Selection of Fresh Vegetable Crudities

served with a variety of Dips

Chicken and Carrot & Coriander Goujons

served with a selection of Dips

Hot Cocktail Sausage Rolls

Miniature Fruit Kebabs

Freshly Brewed Coffee or Tea

Hot Buffets

To compliment your chosen Buffet Menu, add an appetiser from the selection listed at the beginning of this Function & Banqueting Menu Selector

Hot Carvery Buffet

Served from the Carvery

Roast Sirloin of Beef

offered with Yorkshire Pudding
& Horseradish Sauce

Roast Loin of English Pork

offered with Apple Sauce & Savoury Stuffing

Roast Norfolk Turkey

offered with Cranberry Sauce & Savoury Stuffing

Vegetarian Alternative

Roasted Mediterranean Vegetables

cooked with Tagliatelli
served with a Tomato & Basil Sauce

served with
Roast Potatoes
Whole Fine Beans
Courgettes Provençale

Your Choice of Two Desserts from the Dessert Menu

A Selection of English & Continental Cheeses

served with Grapes, Celery and Savoury Biscuits

Freshly Brewed Coffee or Tea

Chocolate Mint

Oriental Buffet

Served from the Stir Fry

Chinese Pork or Vegetable Stir Fry

cooked with Mixed Peppers, Bean Sprouts, Bamboo Shoots,
Chinese Leaves, Egg Noodles & Mushrooms,
finished with Soy & Hot Chilli Sauces

Served from the Buffet

Malaysian Chicken Curry &

Roasted Vegetable Curry

served with
Basmati Rice
Cucumber Riata
Tomato, Onion & Chive Vinaigrette

Oriental Pickles & Chutneys

Oriental Fresh Fruit Salad

Mango, Pineapple, Lycees, Peaches, Kiwi Fruit, Grapes,
Strawberries, Nectarines & Oranges
served with Vanilla Icecream

Freshly Brewed Coffee or Tea

Chocolate Mint

Hot Fork Buffet

We would be pleased to offer your choice of two
dishes, plus a vegetarian option from the following:

Roasted Vegetables Tagliatelli (V)

served with a tomato and basil sauce

Baked Peppers (V)

filled with ratatouille and topped with spinach and cheese

Strips of Tandoori Chicken

Rump Steak Stroganoff

Minted Lamb Casserole

braised with seasonal root vegetables

Chicken Curry

served with poppadums, chutney and Indian pickles

Strips of Pork

cooked in a mushroom, mustard and cream sauce

all served with

Basmati Rice
Whole Fine Beans
Courgettes Provençale
Hot Buttered Baby Jacket Potatoes

Beef Tomato & Onion Vinaigrette
Homemade Coleslaw

Your choice of two Desserts from the Dessert Menu

Freshly Brewed Coffee or Tea

Chocolate Mint

Barbeques

To compliment your chosen Barbeque Menu, add an appetiser from the selection listed at the beginning of this Function & Banqueting Menu Selector

Menu

We would be pleased to offer
a selection of 3,4,5 or 6 main course items
from the following:

Lamb Chops

marinated in Rosemary and Red Wine

Butchers Pork & Leek and Lamb & Mint Sausages

Supreme of Chicken

Either marinated in White Wine, Herbs & Olive Oil
Or marinated with Stem Ginger, Chilli Chips in Olive Oil

Spicy Cajun Chicken Breast

Prime English Sirloin Steak

offered with English Mustard

Pork Loin Steak

marinated in Olive Oil with Chinese Spices

Fillet of Salmon Parcels

cooked in white wine and butter

Buttered Corn on the Cob (V)

Fresh Vegetable Kebabs (V)

Spicy Bean Burgers (V)

Lincolnshire Cauldron Sausages (V)

served with

A Selection of Seasonal Salads

to include:

Mixed Green Salad

Homemade Coleslaw

Tomato, Onion & Chive Vinaigrette

Roasted Mediterranean Vegetables with Herbs & Olive Oil

Hot Buttered Baby Jacket Potatoes

A Selection of Relishes & Dressings
White & Brown French Bread & Butter

Your choice of Two Desserts

from the Dessert Menu

A Selection of English & Continental Cheeses

served with Grapes, Celery and Savoury Biscuits

Freshly Brewed Coffee or Tea

Chocolate Mint

Wedding Receptions

We take great pride in offering you the best in quality catering and wedding service management on your special day.

- **Menus** can be chosen from the extensive range enclosed in the Menu Selector, whether a hot sit down meal, a buffet or barbeque
- **Children** aged 11 years old and under are charged half the adult price when being catered from the adult menu. A children's menu is also available as detailed below.
- **Liquor Packages** can be selected from the enclosed package selection or tailor-made to suit your specific requirements. We are pleased to offer an extensive range of wines, beers, spirits and soft drinks to compliment the occasion. All beverages are charged on consumption.
- **Evening Buffet** can be selected from those detailed overleaf, alternatively, we would be happy to quote you on your specific requirements. Please note that you cannot provide your own catering.
- **White tablecloths** are provided along with white linen napkins or a range of high quality coloured disposable napkins that compliment your colour scheme. Coloured linen napkins and table overlays can be provided at extra cost.
- **Floral** arrangements are not provided however, we would be happy to quote you for your specific requirements

Our comprehensive service includes a Master of Ceremonies and Guest Co-ordination during your wedding day

Children's Menu

Your choice of either
Fresh Cream of Tomato Soup
or
Cocktail of Melon & Mandarin Oranges

Your choice of either
Breaded Chicken Goujons
or
Butchers Pork Sausages
served with French Fries, Peas or Beans

Novelty Monster Vanilla Icecream



Wedding Receptions

PLEASE NOTE THAT THE FOLLOWING MENUS ARE ONLY AVAILABLE WHEN THE FORMAL WEDDING RECEPTION & BREAKFAST IS HOSTED AT WARE PRIORY

These menus are not available for evening only bookings

Evening Reception Buffets

The Continental

A Selection of English & Continental Cheeses,
served with French Bread, Savoury Cheese Biscuits,
Celery and Grapes

**A Selection of Pates and Continental
Sausage Meats**

to include
Brixworth Pate
Garlic Sausage
Mortadella Sausage
Danish Salami

Fresh Vegetable Crudities
served with a Variety of Dips

Nachos
served with a Salsa Dip

Fresh Fruit Basket

The Oriental

Freshly filled Pancake Wraps
Bombay Potato
Chicken Tikka

A Selection of Oriental Dim Sum
with Sweet & Sour & Plum Sauce Dips

Vegetable & Meat Samosas

Carrot & Coriander Goujons
with Soured Cream & Spicy Dip

Chicken, Pork & Vegetable Satay
with Savoury Dips

Mini Spring Rolls

The Traditional

**A Selection of Fresh Made Sandwiches,
Savoury Torsade & Ciabatta Breads**

Chicken Tikka
Prawns Marie Rose
Ham & Salad
Egg & Cress
Brie with Tomato

Cheese & Onion Lattice

Cocktail Sausage & Bacon Wraps
served with a Barbeque Dip

Carrot & Coriander and Chicken Goujons
served with Soured Cream & Spicy Dips

Ploughmans Platter

Cheddar, Stilton & Wensleydale Cheeses,
Pork Pie Wedges, Tomato & Pickles
served with Biscuits

Nachos
served with a Salsa Dip

The Outback

From the Barbeque

Lamb Chops

marinated in Rosemary and Wine

Butchers Pork & Leek Sausages

Supreme of Chicken

marinated in White Wine, Herbs & Olive Oil

Vegetarian Alternative

Spicy Bean Burger & Vegetarian Sausage
served with

A Selection of Seasonal Salads

to include:

Mixed Green Salad
Homemade Coleslaw

Tomato, Onion & Chive Vinaigrette
Roasted Mediterranean Vegetables with Herbs & Olive Oil

A Selection of Relishes & Dressings
White & Brown French Bread & Butter

Canapé & Liquor Packages

For Your Reception

A Selection of Reception Canapés
to include

Smoked Salmon & Lemon
Egg & Caviar en Croute
Prawn Marie Rose Tart
Pate with Orange
Brie & Black Olive
served hot

Seafood & Savoury Crostines
(allowing 6 pieces per person)

A Selection of Fresh Vegetable Crudities
served with Dips

Diamond

For Your Reception

Two Glasses of CHAMPAGNE MOUTARD N.V.
Orange & Apple Juice

For Service during the Wedding Breakfast

We will offer Two glasses of the following:

CHABLIS 2006 "Louis Moreau"
COTES DE BEAUNE VILLAGES 2005 "Louis Latour"
Still & Sparkling Mineral Water

To Toast

CHAMPAGNE MOUTARD ROSÉ N.V.

Platinum

For Your Reception

Two Glasses of
CASTILLO PERELADA RESERVÉ CAVA BLANCO
Orange & Apple Juice

For Service during the Wedding Breakfast

We will offer Two glasses of the following:

PINOT GRIGIO 2007 "Sanvigilio"
TEMPRANILLO 2005 "Senoria de Sarria"
Still & Sparkling Mineral Water

To Toast

CASTILLO PERELADA BRUT RESERVÉ ROSADO

Gold

For Your Reception

Two Glasses of Traditional PIMMS N° 1
Orange & Apple Juice

For Service during the Wedding Breakfast

We will offer Two glasses of the following:

CHARDONNAY 2007 "Andes Peaks" Chile
CABERNET SAUVIGNON 2007 "Andes Peaks" Chile
Still & Sparkling Mineral Water

To Toast

CASTILLO PERELADA RESERVÉ CAVA BLANCO

Silver

For Your Reception

Two Glasses of SHIRAZ ROSÉ 2006
Orange & Apple Juice

For Service during the Wedding Breakfast

We will offer Two glasses of the following:

SEMILLON CHARDONNAY 2007 "Willow Glen"
SHIRAZ CABERNET 2007 "Willow Glen"
Still & Sparkling Mineral Water

To Toast

SPARKLING CHARDONNAY "Willow Glen"

Bronze

For Your Reception

Two Glasses of BUCKS FIZZ
Orange & Apple Juice

For Service during the Wedding Breakfast

We will offer Two glasses of the following:

SAUVIGNON BLANC "Bellefontaine" 2006
MERLOT "Bellefontaine" 2006
Still & Sparkling Mineral Water

To Toast

SPARKLING CHARDONNAY "Willow Glen"

Soft Drinks Package

For Service during the Reception and Wedding Breakfast only

A Selection of Free-Flow Soft Drinks
to include

Coca Cola, Diet Coca Cola, Lemonade
Orange & Blackcurrant Cordial
Orange & Apple Juice

Wine List

Price per bottle per 175ml Glass

House Wine Selection

1.	CHARDONNAY 2009 "Kintu" - Chile	£14.50	£3.70
2.	CABERNET SAUVIGNON 2009 "Kintu" - Chile	£14.50	£3.70
3.	SEMILLON CHARDONNAY 2008 "Marktree" - Australian	£15.00	£3.70
4.	CAB SAUVIGNON / SHIRAZ / MERLOT 2008 "Marktree" - Australian	£15.00	£3.70
5.	SAUVIGNON BLANC 2008 "Bellefontaine" - France	£15.00	£3.70
6.	SYRAH ROSÉ 2009 "Bellefontaine" - France	£15.00	£3.70
7.	MERLOT 2008 "Bellefontaine" - France	£15.00	£3.70

White Wines

8.	CHENIN BLANC 2009 "Paarl Heights" - South Africa	£16.50	
9.	PINOT GRIGIO 2009 "Sanvigilio" - Italy	£17.50	
10.	CHARDONNAY 2009 "Los Baldos" - Chile	£18.50	
11.	SAUVIGNON BLANC 2008 "Marlborough Selaks" - New Zealand	£20.00	
12.	CHABLIS 2008 "Louis Moreau" - White Burgundy - France	£23.50	

Rosé Wine

13.	PINOT GRIGIO BLUSH 2009 "Sanvigilio" - Italy	£18.00	
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Red Wines

14.	SHIRAZ 2009 "Paarl Heights" - South Africa	£16.50	
16.	TEMPRANILLO 2008 "Arteia" - Spain	£17.50	
17.	MERLOT 2008 "Los Baldos" - Chile	£18.50	
18.	PINOT NOIR 2007 "Conway Hills" - New Zealand	£21.00	
19.	FLEURIE 2008 "La Madone" - France	£23.50	

Sparkling Wines

21.	SPARKLING CHARDONNAY NV BRUT "Willow Glen" - Australia	£19.50	
22.	CAVA BLANCO "Puigmolto" - Spain	£20.50	
23.	CAVA ROSADO "Puigmolto" - Spain	£22.00	

Champagne

24.	CHAMPAGNE MOUTARD N.V. Brut Grande Cuvee	£30.00	
25.	CHAMPAGNE MOUTARD ROSÉ Brut Grande Cuvee	£35.00	
26.	VEUVE CLICQUOT N.V. BRUT	£45.00	

Mineral Water

27.	PRIORY FALLS SPARKLING natural mineral water	£3.75	
28.	PRIORY FALLS STILL natural mineral water	£3.75	

We reserve the right to change a particular wine or vintage and replace with a suitable alternative, without prior notification, when the wine or vintage is no longer available

Prices include 17.5% VAT

Tariff

Menu Selector

Appetisers		Soups		Fish		Main Courses		Cheese			
All Appetisers and Soups charged at £5.10, except where indicated, when the following additional charges will be applied											
A1	£2.50			F1	£8.50	Fish Course	Main Course	M1	£31.70	C1	£2.80
A4	£1.50			F2	£9.00			M2	£35.25		
A5	£1.50			F3	N/A			M3	£33.25		
A6	£3.00			F4	N/A			M4	£31.70		
A7	£1.50			F5	N/A			M5	£30.65		
A10	£3.00							M6	£31.20		
								M7	£31.20		
								M8	£30.65		
								M9	£31.20		
								M10	£33.25		
								M11	£35.25		
								M12	£31.20		
								M13	£30.65		
								M14	£30.65		
								M15	£30.65		
								M16	£30.65		
								Vegetarian			
								£30.65			

Buffets

		With Appetiser		With Appetiser	
Carved Buffet	£35.75	£40.85	Hot Carvery Buffet	£35.75	£40.85
Fork Buffet	£32.70	£37.80	Oriental Hot Buffet	£33.75	£38.85
Finger Buffet	£30.65	n/a	Hot Fork Buffet	£30.65	£35.75

Evening Wedding Buffets, Barbecue & Children's

The Continental	£13.75	The Oriental	£14.75
The Traditional	£12.75	The Outback	£16.75
Children's Menu	£9.00		

Barbeques

An Appetiser added to the barbeque menu, charged at £5.10 per person

3 Main Course Items	£30.65	5 Main Course Items	£33.75
4 Main Course Items	£32.20	6 Main Course Items	£35.25

Canapé & Liquor Packages

	Reception Canapé Menu	£7.50		
Diamond Package	£29.65	Platinum Package	£25.00	
Gold Package	£23.50	Silver Package	£22.00	
Bronze Package	£20.50	Soft Drinks Package	£ 7.00	

All prices are quoted per person
All prices include 17.5% VAT

Terms & Conditions

Definitions: In these terms and conditions, the following words shall have the meanings respectively set out opposite to them:

"The Company"	D & J Hampton Limited t/a Hamptons Catering
"The Priory"	Ware Priory, High Street, WARE, Hertfordshire SG12 9AL
"Fletchers Lea"	Fletchers Lea Community Building, Ware Priory, High Street, Ware, Hertfordshire SG12 9AL
"The Client"	The Principal Client
"The Site"	The land and buildings known as and constituting Ware Priory but for the avoidance of doubt including the Garden Room, Main Hall, Conservatory, Council Chamber, Pagecroft Room, Clare & Hadsley Rooms & Fletchers Lea incorporating the Riverside Suite, Riverside Room, Willow Room & Poplar Room

1.0 Provisional Bookings:

- 1.1 The Company shall hold a provisional booking for a maximum of 14 days until the Company receives written confirmation of the booking accompanied by a deposit of £200.00. In the event that a booking is not confirmed within the time-scale, the Company reserves the right to cancel the provisional booking without notice.
- 1.2 On receipt of written confirmation of a booking and deposit, the client agrees to be bound by the terms and conditions contained herein.

2.0 Payments:

- 2.1 The Company requires the Client to pay a deposit on confirmation, as follows:

Wedding Receptions	£500.00
Functions and Events	£500.00

These deposits will be offset against your final invoice and any credit due will be forwarded within 14 days of the event.

- 2.2 12 weeks prior to the event, the client will pay 50% of the total financial estimate of the event, but for the avoidance of doubt, will include food, liquor, disbursements etc.
- 2.3 14 days prior to the event, the Company requires the outstanding balance to be paid in full. Up until this time, the original financial estimate can be amended if and when details change.
- 2.4 Any payment request or invoice issued by the Company will be payable within 14 days from date of invoice. All payment requests or invoices must be paid in full without any set-off whatsoever.
- 2.5 Should the payment request be still outstanding more than 14 days from the date of the request or remain outstanding on the date of the event, the Company may treat the confirmed booking as cancelled by the client.
- 2.6 The Company reserves the right to retain any payments previously made by the Client in relation to a specific function
- 2.7 Where credit facilities have been afforded by the Company, payment must be received by the Company, 14 days from date of invoice
- 2.8 The Company reserves the right to charge interest at the rate of 2.5% per month above the NatWest Bank base lending rate on all overdue accounts.

3.0 Prices:

- 3.1 The prices enclosed in this brochure are for the current year only but may be subject to any change in the rates of duty or V.A.T.
- 3.2 The Company regularly reviews its tariffs in the autumn, which come into effect on 1st January of the following year, and are applicable to that year.
- 3.3 The Company reserves the right to amend prices and details without prior notification.

4.0 Insurance:

- 4.1 It is a condition of booking a Wedding Reception at the Priory, that the Client has adequate insurance cover in the event of cancellation or other unforeseen causes. The Company can provide that cover or alternatively the Client can provide their own. The Company would require a copy of the insurance certificate as proof of indemnity.
- 4.2 If the Client is hosting an outdoor event at the Priory, it is recommended that the Client obtain inclement weather insurance cover.

5.0 Cancellation:

- 5.1 In the event of cancellation of a booking, written confirmation of the cancellation must be received by the Company, either by letter or fax. The Company will acknowledge receipt of the cancellation within 5 working days and detail any charges that may apply.
- 5.2 In the event of cancellation of a booking, the Client shall pay cancellation fees to the Company, calculated as follows:
 - 5.2.1 The total charge, if notice of cancellation is received by the Company less than 14 days prior to the commencement of the event.
 - 5.2.2 50% of the total charge, if notice of cancellation is received by the Company between 28 days and 14 days, prior to the commencement of the event.
 - 5.2.3 25% of the total charge, if notice of cancellation is received by the Company between 90 days and 28 days, prior to the commencement of the event.
 - 5.2.4 Loss of deposit, if notice of cancellation is received by the Company no later than 90 days prior to the commencement of the event.
- 5.3 In the event that the Client cancels goods and services that the Company has made on their behalf, the cancellation charges incurred shall be met by the Client.
- 5.4 The Company does not accept liability for the cancellation or curtailment of an event due to adverse weather conditions or other unforeseen causes. In this eventuality, clause 5.2.1 would be applied.

6.0 Final Numbers:

- 6.1 The Client must notify the Company of the final number of guests attending an event, 7 days in advance of the event.
- 6.2 In the event that the number of guests changes within the 7 days of the event, the Client shall notify the Company of that change. The Company will accept changes in numbers up to 3 days before the event.
- 6.3 The Company will charge the Client for either the last number of guests notified, the guaranteed number of guests or the actual number of guests, whichever is the greater.
- 6.4 The Company cannot guarantee to supply goods and services to guests arriving at the Priory but not accommodated in the final numbers notified to the Company.

7.0 Conduct of Guests:

- 7.1 The Client shall be wholly responsible for the good conduct of all guests at the event and shall ensure that nothing shall be done which may constitute a breach of the law or in any way cause a nuisance or be an infringement of or occasion or render possible forfeiture or endorsement of any license for the sale of alcohol or music and dancing. Failure to do so shall entitle the Company to require the offending person/s to leave the premises and render the Client in breach of these terms and conditions.
- 7.2 The Client shall be responsible for ensuring that its guests observe the relevant dress code pertaining to the event. The Company reserves the right to refuse entry to any guest, inappropriately attired for the event.

8.0 Damage to the Property:

- 8.1 The Client will be wholly responsible for any loss of or damage to the property, caused by the Client, its guests and/or its contractors.
- 8.2 The Client will be responsible for all property brought onto the premises by themselves, guests and/or contractors.
- 8.3 If excessive cleaning costs are incurred by the Company after an event, the Client will be responsible for that incurred cost – a minimum of £50.00 will be applied.

9.0 Indemnity:

- 9.1 The Client shall indemnify the Company and the Priory, its owners, officers and employees against all charges, claims, damage, liabilities, proceedings, demands, fines, fees, costs or expenses (to include legal expenses on a solicitor / barrister and own client basis) including but not limited to, loss of goodwill, loss of profit and loss of opportunity suffered by the Company and / or the Priory, directly or indirectly, as a result of a breach of these terms and conditions and/or the negligence or wilful default of the Client or any of its guests.

10.0 General:

- 10.1 The Company may rescind its contract with the Client if it is prevented, hindered or delayed in performing its obligations under the contract, by a *force majeure* event.
- 10.2 In respect of outdoor events held within the grounds of the Priory, full details of the activities must be agreed, in writing, in advance between the Client and the Priory.
 - 10.2.1 Fireworks are not permitted except with the express permission, in writing, of the Priory and only then when conducted by a bona-fide firework operating company, operating to the highest of safety standards and carrying the relevant Public Liability Insurance, a copy of which must be passed to the Priory prior to the event. The Priory reserves the right to vet any such company prior to the event.
- 10.3 When booking an event at the Priory, the Client should be aware that when reserving a room or rooms or outside areas of the Priory, as specified, that other rooms and outside areas may be used concurrently for other events, and that parts of the Priory are open to the public during all or part of any event.
- 10.4 The Company does not permit small candles, t-lights or other smoking /naked flame material to be brought onto or used on the premises. In certain circumstances, large candles are permitted with the express written consent from the company
- 10.5 The Company does not permit any food or beverages of any kind, to be brought onto the premises without written consent from the Company. Any such consent will result in extra charges being incurred.
- 10.6 Any food or beverages being offered as raffle, tombola or draw prizes must not be consumed on the premises.