

WARE  PRIORY

CELEBRATION LUNCHES & DINNERS



in partnership with



CELEBRATION MENUS £30 PER PERSON (MIN. 30 GUESTS)



WINTER MENU

STARTERS

Ham hock with chestnuts & spiced apple served with 'hot' parsnip & winter root slaw

Dill cured smoked salmon with shaved breakfast radish avocado purée, compressed cucumber & sourdough

Thyme roasted baby beets in toasted cashew crumb with goats' curd mousse, candy stripe carpaccio & black olive soil (v)



MAIN COURSES

Seared chicken breast, oyster mushroom & courgette timbale, smoked fondant potato, watercress purée, scored cherry tomato & pickled cherries

Crispy fried sea bass, potato & saffron terrine, braised chicory, tomato & caper salsa, sautéed samphire & creamy lemon sauce

Walnut & gorgonzola ravioli tomato & sage sauce, ribbons of root vegetables and toasted pumpkin seeds (v)



DESSERTS

Sticky toffee pudding, honeycomb ice cream, toffee sauce & winter berries

Chocolate bomb, sea salted caramel ice cream topped with an apple crisp

Lemon tart with damson gin-soaked blackberries and a chocolate sage leaf

SUMMER MENU

STARTERS

The ploughman's: chicken terrine with apple chutney, savoury cheese choux bun & chicken crisp

Smoked salmon with shaved breakfast radish horseradish yoghurt, sourdough toast & cucumber ribbon

Colourful tomato salad with mozzarella, basil leaf coriander cress & pine kernels (v)



MAIN COURSES

Slow cooked lamb shoulder & grilled lamb cutlet with rosemary potato terrine, asparagus, rainbow chard, roasted radish & gremolata

Pan seared North Atlantic cod fillet, pea purée, Parma ham crisp, fennel & smoked Applewood croquette lemon dressed broad bean & pea salad

Baked red onion tart tatin with a goats' cheese crumble top, red & yellow beetroot layer dauphinoise & peppery rocket (v)



DESSERTS

Passion fruit panna cotta, lavender shortbread, raspberry ripple meringues & mango gel

Jaffa cake on a chocolate rubble line with mandarin orange sorbet & a raspberry powder dusting

The lemon plate: classic St. Clements tart, lemon curd macaroon & lemon sorbet

NOT AVAILABLE FROM THE 23RD NOVEMBER TO THE END OF THE YEAR. INDIVIDUAL GUESTS CAN CHOOSE THEIR MENU CHOICES FROM THOSE LISTED BUT THE BOOKER MUST HAVE ALL CHOICES BACK TO OUR CATERERS NO LESS THAN 2 WEEKS BEFORE THE EVENT TAKES PLACE.

WARE  PRIORY

High Street, Ware, Hertfordshire SG12 9AL Telephone: 01920 460316 Email: events@warepriory.co.uk
Website: www.warepriory.co.uk  @warepriory  warepriory

CELEBRATION EVENT BOOKING FORM

Please complete all sections and return to Ware Priory, High Street, Ware, Hertfordshire SG12 9AL

Name of Applicant:

Address:

Post Code:

Telephone:

Email:

Nature of Celebration (Birthday/Anniversary/Afternoon Tea etc):

Name(s) of Celebrator(s):

Day and Date of Celebration:

Anticipated Set-up Time:

Time of Event:

Departure Time (if later than midnight):

Expected Numbers:

Catering Required (if known): Served at Table Sit-down Buffet Barbecue
(details to be agreed with our in-house caterers, Seasoned Events) Fork/Finger Buffet

Room Required:

- Priory Hall and Garden Room** maximum capacity 70 seated/120 party
- Conservatory** minimum capacity 60* people, maximum 110 seated/140 party
- Hadsley Room** maximum capacity 40 people
- Page Croft Room** maximum capacity 30 people
- Fletcher's Lea** minimum capacity 100* people, maximum 140 seated/220 party
- Exclusive use of Priory Building** £1,800 **Exclusive use of Priory Estate** £4,000

* smaller numbers may be accommodated at the discretion of Ware Priory. Please refer to rate card for layout regards maximum numbers

Please attach your deposit of £500** for room hire and catering either in cash or by cheque, which should be made payable to **WARE PRIORY TRADING LTD**, when submitting this form. You can also pay by credit card over the telephone by calling 01920 460316. You can also pay your deposit directly into our bank: National Westminster Bank plc, Ware Branch, Sort Code 60-22-32, Account Number 71109552, but you will need to inform us on what date this was actioned. We still require the completed form to be returned to us. **The £500 deposit will be offset against your final invoice and includes a £150 non-refundable administration charge.

By signing this form you indicate that you have read the Terms & Conditions and specifically clauses 2, 3 & 4. You accept and hereby apply for the use of the accommodation and catering as shown above for which you agree to pay the charge, less the deposit, according to the scale in force at the time of the event. You also acknowledge that you are over 18 years of age.

Signature: _____ **Date:** _____

TERMS & CONDITIONS FOR CELEBRATION EVENTS

Ware Priory is owned and managed by Ware Town Council acting as Trustee of the Priory Charity. All references to 'Ware Priory' and 'Ware Priory Management' in these Terms and Conditions shall mean Ware Town Council.

1. BOOKINGS

- 1.1 A provisional booking for a party or function at Ware Priory will be reserved for up to fourteen (14) days from the initial enquiry, subject to availability
- 1.2 A booking will only be confirmed once the official Booking Form has been completed and returned together with the deposit. Once a Booking Form has been received and processed the Client will be bound by the terms and conditions herein
- 1.3 Ware Priory reserves the right to refuse any booking
- 1.4 It is a requirement of hire for Ware Priory that all celebration events must have catering, and for all guests in attendance

2. DEPOSITS AND PAYMENTS

The payment conditions are as follows:

- 2.1 A £500 deposit is payable against the room hire and catering with the Booking Form. This deposit is offset against the final invoice total and includes a £150 non-refundable administration charge
- 2.2 Payment should be made to **WARE PRIORY TRADING LTD** and paid directly to our bank:
National Westminster Bank plc, Ware Branch, Sort Code 60-22-32, Account Number 71109552
- 2.3 Fourteen (14) days prior to the party or function, the client will need to settle the outstanding amount in full. Up until this time, the original financial estimate can be altered or amended
- 2.4 Should any payments be outstanding fourteen (14) days prior to the function, the event may be treated as cancelled
- 2.5 Any subsequent invoice, or payment request issued by Ware Priory will be payable within seven (7) working days
- 2.6 Any subsequent credit due will be issued by Ware Priory and paid within seven (7) working days
- 2.7 Ware Priory reserves the right to charge interest at the rate of 2.5% per month above the National Westminster Bank on all outstanding invoices

3. FINAL NUMBERS

- 3.1 Final numbers should be given no less than seven (7) days prior to the event taking place
- 3.2 In the event that the number of guests changes within seven (7) days of the event, the Client must notify Ware Priory immediately
- 3.3 If no notification is given in final numbers the Client will be charged for the last number of guests notified, the guaranteed number of guests or the actual number of guests, whichever is the greatest

4. CANCELLATION

- 4.1 If cancellation is received within fourteen (14) days of the event then all charges are payable
- 4.2 If cancellation is received within twenty-eight (28) days but greater than fourteen (14) days of the event then 50% of the charges will be payable
- 4.3 If cancellation is received within ninety (90) days but greater than twenty-eight (28) days of the event then the £500 room hire and catering deposit is forfeit
- 4.4 If cancellation is received greater than ninety (90) days from the event then an administration charge of £150 is payable. The remaining sum of £350 on your deposit will be returned to you with even (7) days of receipt of your cancellation
- 4.5 In the event that the Client cancels goods or services that Ware Priory has made on their behalf, the cancellation charges will be met by the Client
- 4.6 Ware Priory does not accept liability for the cancellation or curtailment of an event due to adverse weather conditions or any other unforeseen circumstances. In this eventuality, clause 4.2 would be applied

5. PRICES

The prices quoted in Ware Priory literature are inclusive of VAT at 20% and are for the specified year only, but may be subject to any change in the rates of duty or VAT. We review our tariffs annually and they take effect from the 1st April each year. We do, however, reserve the right to amend prices and details without notice

6. CONDUCT OF GUESTS

The Client will be responsible for the maintenance of good conduct of all persons attending and not to put at risk the liquor and entertainment licences in place. The Client must ensure that all guests vacate the premises in a prompt and orderly fashion at the close of the event and comply with all reasonable requirements of Ware Priory

7. PROPERTY AND VEHICLES

- 7.1 The Client accepts that their own property, including vehicles, are brought onto the Ware Priory Estate at the Client's own risk as Ware Priory accepts no liability for the loss or damage to any such property
- 7.2 The Client ensures that any electrical equipment brought onto the Ware Priory Estate has been PAT tested and that the relevant documentation is available should its management request to see it
- 7.3 On no account shall any flammable materials be used within the Ware Priory buildings

8. PARKING AND DELIVERIES

- 8.1 Ware Priory has enough space to accommodate 55 vehicles. As a number of events can take place at any time, parking is on a first come first served basis. Additional pay & display parking is available in Burgage Lane, adjacent to Ware Priory. The spaces in front of the Priory itself are reserved for disabled parking and emergency drop off only
- 8.2 All commercial vehicles must use the commercial vehicle access off Priory Street unless arrangements have been made for delivery to Fletcher's Lea, and only then by prior arrangement

9. INDEMNITY

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

10. GENERAL

- 10.1 Ware Priory shall not be liable for any loss due to the cancellation or non-provision of any service due to circumstances outside of its control, except where Ware Priory is proved to have been negligent.
- 10.2 The right of entry to Premises is reserved to any officer of Ware Priory on duty and any police or security officer on duty at the time of hiring