

WARE  PRIORY
CELEBRATION OF LIFE
PACKAGES

THE PERSONAL TOUCH

At Ware Priory we offer a choice of rooms that all have a peaceful and tranquil outlook onto our riverside gardens. We work in partnership with our dedicated caterers, Seasoned, to ensure a special and personal gathering.



ABOUT OUR CATERERS

Along with providing our high standard of service with excellent food, crisp white linen, polished silverware, glassware and crockery and courteous bar service, our Events Team will make sure that every personal detail you require is attended to on the day.

in partnership with



WELCOME RECEPTION (COLD BUFFET)

£18.50 PER PERSON

YOUR PACKAGE INCLUDES...

PAY BAR OR ACCOUNT BAR

TEA, COFFEE & BISCUITS

A SELECTION OF SANDWICHES
(CHOOSE 4 FILLINGS)

A SELECTION OF FINGER BITES
(CHOOSE 4 ITEMS)

SELECTION OF CLASSIC SANDWICHES

PLEASE CHOOSE FOUR

Tuna & cucumber

Smoked salmon and cream cheese

Roast ham and mustard

Roast beef and horseradish

Egg, cress and mayonnaise (v)

Mature cheddar cheese with pickle (v)

Roast Ham and mustard

Egg, cress & mayonnaise (v)

Roasted minted courgette and cream cheese (v)



FINGER BITES – FISH

Poached Salmon Skewers with watercress and
crème fraîche

Thai Fish Cakes with sweet chilli dip

Smoked Haddock Croquettes with tartare sauce

Prawn & Crab Cocktail Shots

Homemade Fishfingers with caper berry and mayo

FINGER BITES – MEAT

Cumin Roast Lamb Skewers with yoghurt,
mint and cucumber raita

Pork, Sage & Apple Sausage Rolls

Individual Mini Shepherd's Pies

Homemade Mini Scotch Eggs

Peri Peri Chicken with tomato salsa



FINGER BITES – VEGETARIAN

Broccoli & Blue Cheese Tartlet

Mozzarella Cheese & Tomato Crostini

Mushroom & Truffle Rice Balls

Falafel with hummus and tahini

Mature Cheddar, Leek & Potato Croquettes

Vegetable Spring Rolls with tamarind

Spiced Sweet Corn Chowder Shots

Mozzarella sticks with tomato salsa

Salad Pots with roasted pumpkin, soy, tomatoes,
spinach and quinoa



THE FOLLOWING ITEMS CAN BE ADDED TO YOUR SELECTION:

Selection of homemade cakes and afternoon tea loaves - £3 per person

Fruit Platter - £2.50 per person

Tea & Coffee - £3 per person

Glass of Sparkling Wine - £5 per person

Cheeseboard - £4 per person

Additional finger item - £1.50 per item, per person

LUXE WELCOME RECEPTION (HOT BUFFET)

£24.50 PER PERSON

YOUR PARTY SELECTION INCLUDES...

PAY BAR OR ACCOUNT BAR

TEA, COFFEE & BISCUITS

TWO OPTIONS FROM OUR HOT BUFFET MENU
(ONE OF WHICH IS YOUR VEGETARIAN OPTION)

HOT VEGETABLES FROM THE MARKET CRATE

STEAMING JACKET POTATOES

OUR HOUSE SALADS

RAINBOW COLESLAW WITH CARROT, RED CABBAGE
TOMATO, RED ONION, CUCUMBER & OLIVE

LOAVES AND ROLLS WITH BUTTER AND OILS



HOT DISHES – FISH

Fisherman's Pie topped with crunchy cheddar mash

Pan-seared Fillet of Coley with caper
lemon butter sauce

Salmon Fishcakes with dill hollandaise

Marsala-spiced Pollock with pickled carrots
and coconut

Smoked Haddock and Salmon Kedgerree with
hen's egg and olive oil



HOT DISHES – MEAT

Slow Cooked Blade of Beef Bourguignon served
with horseradish dumplings

Lancashire Hot Pot with slow cooked lamb
shoulder and rosemary potatoes

Chicken, Smoked Bacon, Mushrooms and Leek Pie

Slow-cooked Shin of Beef Cobbler in local
ale with dumplings

South Indian-style Chicken Curry
with coconut milk and curry leaves

Lamb Tagine with raisins, almonds and black pepper

HOT DISHES – VEGETARIAN

Gratin of Butternut Squash with sweet
potato and goat's cheese

Potato Gnocchi with sautéed woodland
mushrooms, leeks and truffle oil

Chargrilled Courgette, Pepper & Aubergine
Lasagne with basil and ricotta

Spinach & Blue Cheese Quiche



THE FOLLOWING ITEMS CAN BE ADDED TO YOUR SELECTION:

Selection of homemade cakes and afternoon tea
loaves - £3 per person

Fruit Platter - £2.50 per person

Tea & Coffee - £3 per person

Glass of Sparkling Wine - £5 per person

Cheeseboard - £4 per person

Additional finger item (from Welcome Reception) -
£1.50 per item, per person

WARE  PRIORY

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

| CELEBRATION OF LIFE RECEPTION BOOKING FORM | |
|---|-------------------|
| Name of Applicant: | |
| Address: | |
| | |
| Post Code: | |
| Telephone: | Email: |
| Name of Person whose life is being celebrated: | |
| Date of Celebration of Life: | |
| RECEPTION ARRANGEMENTS | |
| Arrival Time: | Expected Numbers: |
| *Room for Ceremony (to be agreed with Ware Priory): | |
| Catering Requirements (see separate sheet for full details/menus): | |
| <input type="checkbox"/> Celebration of Life Welcome Reception £23.65 per person incl. VAT | |
| <input type="checkbox"/> Celebration of Life Luxe Welcome Reception £28.05 per person incl. VAT | |
| Drinks Arrangements: | |
| <input type="checkbox"/> Account Bar (details to be agreed with our in-house caterers, Seasoned Events) | |
| <input type="checkbox"/> Pay Bar | |
| There is an additional non-refundable fee of £150 for room hire, which is inclusive of VAT | |
| FUNERAL DETAILS | |
| Is a humanist ceremony being held at Ware Priory?: YES/NO (delete as applicable) | |
| Arrival Time: | Expected Numbers: |
| Name of Church: | Time: |
| Place of Burial: | Time: |

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 which will be sent to you once the final numbers are confirmed.

Signature: _____ Date: _____

TERMS & CONDITIONS FOR A CELEBRATION OF LIFE RECEPTION

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 Celebration of Life Reception 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 relevant deposit payment. 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

2. DEPOSITS AND PAYMENTS

The payment conditions are as follows:

- 2.1 A £500 deposit is payable against the room hire and catering requirements and will be offset against the final invoice.
- 2.2 £150 of the deposit is allocated as a non-refundable administration charge for room hire
- 2.3 Payment can be made to **WARE PRIORY TRADING LTD** and be paid directly to our bank:
National Westminster Bank plc, Ware Branch, Sort Code 60-22-32, Account Number 71109552
- 2.4 Payment can be made by debit or credit card.
- 2.5 The final invoice can be settled in the day or be payable within seven (7) days
- 2.6 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 Celebration of Life Reception taking place
- 3.2 In the event that the number of guests changes within seven (7) days of the Reception, the Client must notify Ware Priory immediately via email at events@warepriory.co.uk
- 3.3 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 seven (7) days of the Reception then the entire invoice value is payable
- 4.1 If cancellation is received within fourteen (14) days but greater than seven (7) days of the Reception then the £500 deposit is forfeit
- 4.2 If cancellation is received greater than fourteen (14) days from the Reception then only the £150 administration charge is forfeit
- 4.3 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
- 4.4 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 4.1 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 a licence 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. Any damage sustained to Ware Priory and/or property of the venue during the event may result in the client being liable for repair or replacement costs

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

All parking is to be in the designated car parks. Additional pay & display parking is available in Burgage Lane, adjacent to Ware Priory. The spaces in front of the Ware Priory itself are reserved for disabled parking and emergency drop off only

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