



Christmas Buffet

£26.00 per person

This includes:

- **Buffet**
- **Christmas decorations**
- **DJ**

(DJ - £150 extra charge for groups of less than 70 people)

Christmas Buffet Menu

A mixture of hot and cold dishes

Butternut squash and carrot soup with a hint of curry and coriander (v)

Scottish smoked salmon on dill cream open crouton

Chicken liver parfait with onion chutney on toasted brioche

Mediterranean pearl couscous with marinated vegetables and pesto (v)

Cannellini pasta salad with honey roast ham and red pesto

Mediterranean mixed salad (v)

Extra virgin olive oil, balsamic vinegar, French and Caesar dressing

Slow roast marinated turkey with all the trimmings

Pork apple sausages rolled in smoked bacon

Roasted winter root vegetables with rosemary (v)

Grain mustard mash potatoes (v)

Desserts (v)

Christmas pudding with brandy sauce

Dark and white chocolate mousse

Cinnamon raisin strudel

(v) = vegetarian





Christmas 2011 Booking Form

<u>Function Date:</u>	
<u>Location / floor:</u>	<u>Number of Guests:</u> <u>Age range of guests:</u>
<u>Contact Name (& Company):</u>	
<u>Address:</u>	
<u>Contact Tel. No:</u> <u>Fax:</u> <u>E-MAIL:</u>	
<u>Contact during function (and who can authorise any extras):</u>	

Timings of arrival, food, entertainment etc.

<u>Time</u>	<u>Location</u>	<u>Activity</u>

Drinks details

<u>Bar Requirements:</u>
<u>Table Drinks:</u>

Room Arrangement

<u>Table layout / how many tables and how many on each:</u>
<u>Special Requirements:</u>





Menu details

<p><u>Food/Menu selection (please circle):</u></p> <p>Buffet / Lunch menu / Dinner menu / Christmas Day menu / Other</p>
<p><u>Entertainment requirements (please circle):</u></p> <p>DJ / Live music / Magician</p>
<p><u>Special Requirements:</u></p>

Billing details

<p><u>Contact Name (& Company):</u></p>
<p><u>Address:</u></p>
<p><u>Contact Tel. No:</u> <u>Fax:</u> <u>Email:</u></p>
<p><u>Special instructions:</u></p>
<p><u>Charges:</u></p>
<p><u>Total estimated cost:</u></p>

*The final numbers of guests must be confirmed at the time of paying the deposit. If the number of guests is reduced after that, clients will be charged at pre booked guest numbers as confirmed in the Terms and Conditions. If numbers increase, we must be informed as soon as possible so we can try and cater for you.





Christmas Bookings at the Island Bar and Restaurant

Terms & Conditions

The Island Bar and Restaurant consists of two floors which can hold up to 150 people each. We are able to provide catering for 120 delegates on the top floor, and for 80 people on the ground floor, offering sit-down meals and buffets. Our Christmas bookings are subject to the following Terms & Conditions.

1. Function Booking

- 1.1. All Christmas bookings are subject to sensible drinking and any relevant licensing issues. Management reserve the right to refuse a booking for professional, health and safety, licensing or other business reasons. These Terms & Conditions may be adjusted on an individual basis as agreed to in writing by the management of Island Bar and Restaurant. This is typical for our regular Corporate Customers. Please ask for details.
- 1.2. A deposit of £10 per person is needed to secure the date and time for your booking. This will hold your date and time and choice of party location. Island Bar and Restaurant cannot guarantee your requested date until the deposit has been received.
- 1.3. Room Hire Charge: If you book a Christmas party with our Christmas Lunch, Christmas Dinner or Christmas Buffet options there is no charge for room hire. If you require a party without one of these catering options then there will be a £500 charge per floor for room hire to secure exclusive use of a floor. For parties of less than 70 people there is no room hire charge but you may not be guaranteed to have exclusive use of the floor.
- 1.4. Booking Form: A Booking Form provided will need to be returned to us at least four weeks before the party.
- 1.5. Island Bar and Restaurant cannot guarantee your booking until the Deposit, Terms & Conditions and Booking Form have been accepted.
- 1.6. The Total Cost is payable four weeks prior to your function (unless otherwise arranged and confirmed in writing by Island Bar Restaurant). You will be issued an Invoice detailing the individual charges. In case of not receiving the full payment, your booking may be cancelled and the Deposit will be non-refundable.
- 1.7. Guests are advised to be sat at their table place at the food service time as specified in the Booking Form. Food may be served to the table at this time whether the guests have arrived/sat or not. Bookings made before 7pm may need to vacate their tables after 3 hours' time. Bookings made for 7pm onwards will have their table for the whole of the night. We may need to move tables/chairs in order to incorporate a dance floor for your party. This will be communicated with you in advance.

2. Catering

- 2.1. The Menu selection for your party needs to be pre-ordered, and the table plan and any information for name cards should be provided a minimum of four weeks prior to your function.
- 2.2. Corkage: It is highly restricted to bring any wines, spirits, food or beverage into the premises by or on behalf of any customers. This is for legal, health, licensing and trading standards reasons. We recommend you inform your guests of this. In case we find a customer carrying drinks or food from outside, you will lose the Deposit.

3. Entertainment

- 3.1. DJ: We can provide our in-house DJ for your party. The DJ plays a standard 4 hours (8.00pm-midnight). This is provided at no cost to parties of 70 people or more having the Buffet or Dinner Menu. For parties of less than 70 people there is a charge of £300 + VAT. There is a charge of £25 plus VAT per additional hour. We are only able to use our in-house DJ due to our license requirements to control the sound and volume levels within the venue.
- 3.2. Live music: We have a variety of live music options we can offer you. Please contact us for details. If you would like to source your own provider for live music this must be approved by us in advance. We will require the contact details for the provider and we will need to discuss with them our licensing requirements etc in terms of sound and volume levels etc. It will be your/the entertainment provider's responsibility to ensure any PRS, PPL, electrical tests and necessary





insurance etc. is fulfilled. They will need to adhere to any management requests at the event in terms of sound levels, music suitability etc.

3.3. Magician: We can provide a professional magician to perform table magic to your guests. Make your party more memorable and extraordinary with some close-up magic, tricks and mind reading. Standard cost is £300 plus VAT for two hours performance. Please ask for further details.

4. Security

4.1. Subject to the nature of your party additional security measures may need to be implemented. This is typical for events where food is ancillary to the function or event and/or when young people are likely to be present. These costs must be met for by you and will form part of your total cost. Any persons carrying out a security activity will be licensed by the Security Industry Authority.

4.2. We reserve the right not to serve alcohol to any customer who appears to be under the age of 25 and fails to present valid identification to prove they are over 18.

4.3. A guest list procedure may need to be implemented to control entry to your function or event.

4.4. Island Bar and Restaurant reserve the right to ask for supervised voluntary searches of customers upon entry or at any time during the function or event. Anyone not wanting to adhere to this may be disallowed entry or asked to leave.

4.5. We operate a Zero Tolerance drugs policy. Anyone found in possession of illegal substances will be reported to the police and asked to leave the premises. We reserve the right to call short a function if we suspect any kind of drugs activity.

5. Cancellation

5.1. If you cancel a booking 180 days prior to your function, your Deposit payment will be refunded in full. After that date your payment is non-refundable.

5.2. The following charges will apply upon cancellation of a function:

Up to 14 days notice: Full payment of Total Cost

Within 15 to 30 days notice: 75% of Total Cost

30 to 179 days notice: 50% of Total Cost

The Total Cost is as detailed on the Invoice.

6. Legalities

6.1. Drinking up time: Last orders for drinks are at midnight, with the drinking up time being 12:30am. Should you wish to extend your finish time beyond this, we can apply for an extended license from the local authority. There are a limited number of Temporary Events Notices we can apply for in one year, so this might not be always possible. Island Bar and Restaurant cannot guarantee the issuance of a late license extension, as this is at the discretion of the local authority. There is a charge of £300 for this Notice. This charge is non-refundable. Processing a late night license requires time and the application and payment should be made to us 4 weeks in advance.

6.2. The organisers of the function will be held responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises. Island Bar and Restaurant also reserves the right to call short a booking if guests do not act responsibly. Any deliberate damages and breakages during the event will be billed to the organiser.

6.3. CCTV is in full operation on the premises. If Guests are identified removing any items belonging to Island Bar and Restaurant, the management will contact the client for the return of the items or payment to the value of the items which were taken off the premises. Matters will be taken to the Police if necessary.





6.4. Island Bar and Restaurant takes every measure to comply with all legal legislation, including the Licensing Act 2003. Island Bar and Restaurant ask you and your guests to fully support our promotion of the following four licensing objectives:

the prevention of crime and disorder;
the prevention of public nuisance;
public safety;
the protection of children from harm.

I hereby confirm that I have read and accepted the Terms & Conditions

Name:

Signature:

Date:

