



**Packfords is a beautifully appointed period house combining the old world charm of open fires and cottage gardens with stylish interiors.**

As a family owned business, with over 50 years experience of hosting events, you can be sure of a warm welcome, high quality service and an event that can be tailored completely to your specification.

Our aim is to maintain high standards within a personal and friendly atmosphere.

We will be delighted to assist you with the planning of your event and we are confident that we can deliver a high level bespoke service.

Packfords can provide the perfect venue for Weddings, Birthday Celebrations, Corporate Events, Christenings, Bar and Bat Mitzvah's and Holy Communion.

We are often asked to cater for funerals when perhaps numbers or circumstances make it difficult to provide refreshments at home. Our staff are understanding and able to help guide you through the arrangements at what can be a difficult time. Traditionally either a light buffet or afternoon tea with unlimited tea and coffee would be served in accordance with your wishes.

We believe each event is unique and are dedicated to ensuring your day runs as smoothly as possible, giving special attention to even the smallest detail.

Debra Packford

2015

# PACKFORDS FUNCTION ROOMS

EVENTS INFORMATION ■ EVENTS MENUS ■ GALA BUFFET AND CANAPES ■ WINELISTS ■ TERMS AND CONDITIONS

MMXV

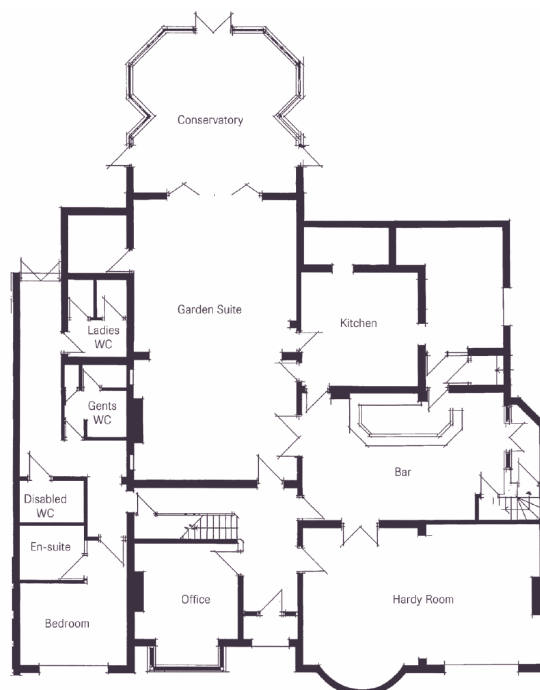
Packfords interconnecting rooms are versatile and adaptable and will be arranged to meet the requirements of your day. A covered or open marquee can also be erected to extend your event into the gardens.

**The Garden Suite** has a charming Victorian Style Conservatory leading onto attractive mature gardens, providing a beautiful backdrop for photography. During the winter, open fires provide a cosy and warm environment. The bar area is immediately adjacent to the main room. The Suite is able to accommodate between 30-100 people for a formal meal and up to 130 for an informal buffet.

**The Hardy Room** has a more contemporary yet still classic appeal. We are licensed to conduct Marriage Ceremonies and Civil Partnerships in this room providing a stylish setting for approx 55 seated guests or approx 25 guests for a lunch or dinner party.

**Venue Hire / Fee** - A venue hire charge will be discussed at the meeting and will depend on the rooms to be used and the length of the event. The charge will cover event planning, setting up and organisation of your event; a dedicated team of staff to cover the whole event, exclusive use of the rooms booked for the event, table linen, napkins, china & glassware, use of cake stand & knife, an easel for your table plan, t-light candles on all tables for the evening reception as well as refreshed table linen, cake cutting and wrapping in fresh napkins and music system.

**Please note: An extra fee of £25 per hour may be charged if your function requires extra event planning services (i.e sourcing of singers/musicians/entertainers, cakes, party favours, room decoration etc).**



GROUND FLOOR PLAN



Once you have viewed the Hotel, a meeting will be arranged to discuss the details of your event; number of guests, timings, drinks, catering, flowers, entertainment and table plan. A personal estimate will be provided following this meeting.

### **Food & Drink**

We can cater from 30 to 100 people for a formal (sit down) meal and up to 130 people for an informal buffet. You will see suggested menus here but we are happy to discuss food preferences with you and personalise your menu if necessary. We can offer your guests a range of reception drinks on arrival, either in the Conservatory/Garden or Hardy Room and wine is served at the tables. Our bar is open for the duration of the event, except for during the service of the meal and closes at 11.30pm.

### **Table Plan & Number of Guests**

We will advise you on suitable table layouts and seating arrangements for your event. Our round tables seat a maximum of ten people and highchairs are available on request.

Two weeks prior to the event we will need to know the exact number of guests attending; this number will be used to calculate the final invoice. One week before the function we will require your table plan and written place cards.

### **Flowers / Cake**

Once you have chosen your colour scheme we are happy to arrange the ordering of your flowers with our local florist. We also have a choice of traditional or contemporary vases for use on the day.

There is a choice of either round or square silver cake stands and a cake knife if required.

### **Entertainment**

We have background music available during the day, and in the evening we can provide a DJ who will tailor the choice of music with you. You are welcome to provide your own entertainment which will need to be agreed with us prior to the event. Entertainment must finish by 12pm (earlier on Sunday evenings).

### **Accommodation**

We have 9 tastefully designed en-suite bedrooms, which are available to you and your guests. These can be reserved in advance by payment of a non-refundable deposit.



## **On Arrival**

### **Canapés**

*Single Choice £2.00pp*

*Choice of 3 £5.50pp*

*Choice of 5 £8.50pp*

Smoked Salmon Blinis  
Herb Scone Topped with Brie & Chutney (V)  
Tandoori Spiced Chicken Naan  
Duck Liver Parfait Truffle Paste  
Mini Smoked Salmon Cream Cheese Bagel  
Quail Egg and Tomato on Brown Bread with Herb Butter (V)  
Prawn Marie Rose Pastry Case  
Carpaccio of Beef Rocket & Truffle Oil  
Tartlet of Blue Cheese, Pear & Walnut (V)  
Pink Lamb Fillet topped with Lime Pickle on Rice Cake  
Crouton of Cream Cheese with Sunblush Tomato (V)  
Cajun Chicken Mousse with Mango Salsa on Bread Base

### **Savoury Nibbles**

£3.15pp

Warm Savoury Pastries  
Kettle Chips  
Savoury Biscuits  
Fresh Olives

### **Just Nibbles**

£1.95pp

Kettle Chips  
Savoury Biscuits  
Fresh Olives

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TABLE D' HÔTE MENUS

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MMXV

**All of our Menu's can be tailored to meet your requirements and prices will be altered accordingly.**

**First course is accompanied by a selection of fresh breads and butter.  
All main courses are served with seasonal vegetables and potatoes of your choice,  
followed by Tea/Coffee & Chocolates to finish.**

-1-

Smoked Salmon  
with Rocket & Crème Fraiche  
Rack or Noisette of Lamb with Fresh Rosemary &  
Red Wine Jus  
Eton Mess with Fresh Strawberries, Raspberries,  
Blueberries & double cream

£52.50

-2-

Tomato & Roasted Pepper Soup with Croutons &  
Pesto (v)  
Hereford Roast Beef & Yorkshire Pudding  
with fresh Horseradish  
Pear and Almond Tart  
with Crème Fraiche

£45.60

-3-

Galia Melon with Citrus & Kiwi Fruit (v)  
Pan fried Sea bass with Tarragon Butter  
Red Berry Crème Brulee

£48.95

-4-

Oriental Smoked Duck Salad with Hoi Sin Sauce  
Scottish Fillet of Salmon with Watercress or Classic  
Hollandaise Sauce  
Tuille Basket of Fresh Fruit with Crème Anglais  
& Peach Drizzle

£46.95

-5-

Dressed Baby Asparagus & Parma Ham  
With fresh parmesan shavings  
Pan-fried Duck Breast, Savoy cabbage with Cherry  
& Port Sauce  
Lemon Pannacotta on Shortbread Biscuit

With Mango Coulis

£49.50

-6-

Goats Cheese & Mediterranean vegetables with a  
Balsamic glaze  
Breast of Guinea Fowl on Creamed Leeks  
With Mushroom Sauce  
White Chocolate Bavarois  
With Sour Cherry Compote

£48.95

-7-

Crayfish with Mango Salsa  
Baby Leaf Salad & Vinaigrette  
Chicken Supreme (with a choice of sauce) or simply  
Roast Chicken with all the trimmings  
Trio of Chocolate Mousse  
With Fresh Berries

£44.00

-8-

Prawns with Chorizo, Basil, Garlic & Tomatoes  
Pancetta wrapped Pork fillet on Potato Puree with  
roasted garlic sauce  
A light sticky toffee pudding & butterscotch sauce

£44.00



### **Full Carved Buffet**

£56.50

Chilled Cantaloupe Melon with Parma Ham

Whole Dressed Salmon  
Mediterranean King Prawns  
Roast Rib of Scottish Beef  
Roasted Turkey Breast  
Hand Carved Gammon Ham

Roasted New Potatoes  
Fuseli Pasta Salad with Pesto  
French bean and Asparagus Salad  
Four Leaf Green Salad with warm Snap-peas  
Roasted Mediterranean Vegetables  
Fresh Fruit Salad  
Chocolate Torte

Tea/Coffee & Chocolates

### **Summer Buffet**

£48.50

Tomato, Basil & Mozzarella Salad  
Or

Oriental Duck Salad with Hoi Sin Sauce

Fillets of Poached Salmon  
Roast Chicken Breast or Coronation Chicken  
Cooked Ham with Honey Glaze  
Grilled Mediterranean Vegetables

Hot Buttered New Potatoes  
Feta, Pine Nut, Cranberry, Sautéed Garlic  
Courgette & Baby Leaf Spinach  
Fusilli Pasta Salad with Pesto

Eton Mess or Strawberries & Cream  
Fresh Cream Profiteroles with  
warm Chocolate Sauce

Tea/Coffee & Chocolates

### **Cold Buffet**

£46.50

Galia Melon with Orange & Kiwi  
Or

Smooth Chicken Liver Pâté and  
Onion Marmalade with Toast

Roast Norfolk Turkey Breast  
Fillets of Poached Salmon  
Vegetarian Quiche/Tart

*(Add Honey Glazed Cooked Ham  
for a supplement of £2pp)*

Hot Buttered New Potatoes  
Wild Rice Salad

Four Leaf Green Salads  
Tomato and Red Onion Salad  
Mint, Olive & Tomato Couscous

Berry Fruit Slice with Fresh Cream  
Chocolate Fudge Cake  
Tea/Coffee & Chocolates

### **Hot Buffet Dishes**

£45.00

Choice of 3 mains accompanied with potatoes, cous  
cous or rice, green salad or green bean salad

Chicken Curry with Pilau Rice  
Beef Bourguignon / Stroganoff  
Roast fillet of Salmon & Grain Mustard Sauce

Chicken Provencal  
Lamb Tagine  
Mediterranean Vegetable Wellington  
Vegetable Lasagne

Lemon Tart  
Banoffee Pie

Tea/Coffee & Chocolates



### **Vegetarian Main Courses**

Goats Cheese Tart, Marinated Artichokes, Tomatoes, Olives and Dressed Baby Leaves.  
Avocado, Mozzarella, Cherry Tomato and Basil Deep Filo Tart  
Pea and Rocket Risotto with Wild Mushroom, Herb Salad and Parmesan Shavings  
Tagliatelle with Roasted Cherry Tomatoes and Basil Sauce  
Mediterranean Vegetable Wellington  
*(chargrilled vegetables wrapped in puff pastry)*

### **Additional Courses**

Selection of Fine Cheeses  
With Relish, Grapes, Celery and Biscuits  
Fruit Platter

### **Children's Menu**

£19.50

### **Starters**

Melon with fruit coulis  
Fresh crudités & dips with pitta

### **Mains**

Chefs grilled burger, potato wedges & salad  
Chefs chicken fillets with chips and peas  
Penne pasta with neapolitan sauce

### **Dessert**

Chocolate Mousse with Strawberries  
Fresh fruit with vanilla ice-cream  
Ice-cream with chocolate or raspberry sauce

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Kosher Menu / Gluten/Dairy Free Menu's available upon request.



80% of all Evening Guests must be catered for following a Wedding Breakfast.  
100 % catered for Evening Receptions

### **Finger Buffet**

£22.50 per person

Tiger Prawns drizzled with  
Sweet Chilli Dip  
Hoi sin Duck Spring Rolls  
Spicy Chicken Fillets  
Baby Fish Cakes with Tartare Sauce  
Seasame & Honey glazed Sausages  
Savoury Tartlets  
Smoked Salmon and Cream Cheese  
Tortilla Wraps  
Assorted Sandwich Platter  
Sweet Potato Wedges with Alioli

### **Bowl Food**

£6.50 per Bowl

Paella  
*(meat, seafood or vegetarian)*  
Sausage & Mash  
Thai Green Curry with Jasmine Rice  
Beef Bourguignon with Rice  
Lasagne  
*(meat, fish or vegetarian)*

### **Burgers and Buns**

£18.50 per person

(Choice of 3 served with  
sweet potato wedges & aioli)  
Plaice/Lemon Sole Goujons served in cones  
with thick cut fries  
Sausage Baguette with caramelised onions  
Mini Burgers in Baps  
Chef's chicken Fillets & chips served in cones

### **Sweet Selection**

£5.50 per person  
(Choice of 3)

Fresh Fruit Platter  
Fruit, Lemon, Treacle & Chocolate Tarts  
Chocolate Brownies  
Profiteroles

### **Platters**

*(Priced according to numbers)*

Platter of Continental Sliced Meats  
with Antipasto  
Cheese Board  
Both Served with  
Rustic Breads/ Baguettes or  
a selection of Savoury Biscuits

Prices include V.A.T but may be subject to alteration due to market variances





| <b>White Wines</b>                            | <b>125ml</b> | <b>175ml</b> | <b>75cl (Bottle)</b> |
|---|--------------|--------------|----------------------|
| D'Avento, Pinot Grigio, Italy                 | 3.50         | 4.80         | 19.80                |
| Nobilo, Orca Bay Sauvignon Blanc, New Zealand |              | 5.00         | 25.75                |
| LaRoche, Chablis, France                      |              |              | 31.00                |

| <b>Rose</b>                           |       |  |       |
|---------------------------------------|-------|--|-------|
| Principato, Pinot Grigio Blush, Italy | (dry) |  | 19.50 |

| <b>Red Wines</b>                               |      |      |       |
|--|------|------|-------|
| D'Avento, Merlot, Italy                        | 3.50 | 4.80 | 19.95 |
| Nobilo, Hawkes Bay Merlot, New Zealand         |      | 5.95 | 25.75 |
| Reserve Des Capucinces, Cotes du Rhone, France |      | 4.60 | 19.50 |
| Castillo De Clavijo, Rioja Gran Reserva, Spain |      | 5.50 | 23.00 |

| <b>Sparkling Wine</b>             | <b>Per Glass</b> | <b>Per Bottle</b> |
|-----------------------------------|------------------|-------------------|
| Canals & Nubiloa Brut Cava, Spain | 5.20             | 25.50             |
| Italia Prosecco, Italy            | 5.80             | 28.50             |

| <b>Champagne</b>                |      |       |
|---------------------------------|------|-------|
| Mercier, Brut NV Champagne      | 7.25 | 35.95 |
| Mercier, Rose NV Champagne      | 8.50 | 42.00 |
| Moet & Chandon NV brut Imperial |      | 49.95 |
| Moet & Chandon, Rose NV         |      | 58.75 |
| Veuve Clicquot, Yellow Label NV |      | 58.25 |

| <b>Reception Drinks</b>          | <b>Price per Glass</b> |
|----------------------------------|------------------------|
| House Champagne                  | 7.25                   |
| Cava                             | 5.20                   |
| Prosecco                         | 5.80                   |
| Bucks Fizz (with Sparkling Wine) | 5.00                   |
| Bucks Fizz (with Champagne)      | 6.90                   |
| Kir ( with Sparkling Wine)       | 5.20                   |
| Kir Royal (with Champagne)       | 7.25                   |
| Pimms with lemonade and Fruit    | 5.25                   |
| Wine                             | 4.80                   |
| Mulled Wine                      | 5.50                   |
| Cocktails from ...               | 7.00/8.00              |
| Orange Juice                     | 1.50                   |
| Ame/Shloer                       | 1.80                   |
| Orange/Apple/Cranberry (Per Jug) | 7.50                   |



### **Bookings**

1. A provisional booking will be held for a period of 14 days, after which it will be automatically released.
2. Prior to confirmation, an estimate will be created for the event based on the requirements and numbers given by the Client. Should these numbers reduce the Hotel reserves the right to charge.
3. A booking becomes confirmed once a non-refundable deposit has been paid.
4. The estimate must be settled two weeks prior to the event.
5. Any additional expenses incurred on the day not provided for in the estimate, are to be settled upon departure.
6. The final number of people attending the event must be given two weeks prior to the booked date.
7. The Hotel reserves the right to amend prices in the event of circumstances beyond its control, including but not limited to increases in statutory VAT.
8. The Hotel reserves the right without prior notice to change the Clients assigned function room for one of equal suitability if the Hotel has reasonable commercial or operational reasons for doing so.

### **Cancellation**

9. Any cancellation must be confirmed in writing.
10. The Hotel reserves the right to raise the following charges:
  - Up to 6 months prior to the date – the paid deposit will be retained
  - 6 months to 30 days - 50% of quoted pro-forma costs
  - 15 days to 29 days - 80% of quoted pro-forma costs
  - 14 days or less – 100% of quoted pro-forma costs
11. An event date is transferable if the Hotel is given more than six months notice in writing and the original date is subsequently re-let. Otherwise the set cancellation charges will apply.

### **Etiquette**

12. The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, their guests, or employees. It reserves the right to exclude any person from the event or the premises if it reasonably considers them to be objectionable and if necessary stop the event without liability to any refund or compensation.
13. The Client will be liable for the cost of any repairs carried out as a result of any damage caused to any part of the Hotel or equipment, by any act of default or neglect by the Client, guest or employee of the Client.



**Ceremonies**

- 14. It is the Clients responsibility to liaise with the District Registrar to organise the ceremony if being held at the Hotel.

**General**

- 15. Prior consent of the Hotel must be obtained for any entertainment or services contracted for the event. It is the Client’s responsibility to ensure that they meet with all statutory codes and regulations.
- 16. Prior consent of the Hotel must be obtained for the use of helium balloons.
- 17. The affixing of any signs, displays or posters may only be carried out with the consent of the Hotel.
- 18. The Hotel cannot accept responsibility for loss of personal property or wedding gifts left in public areas. Coat-racks are provided for your convenience with items being left, at the owner’s risk, with no liability to the Hotel.
- 19. All wedding items and gifts must be collected the following day by 4pm.
- 20. With the exception of Wedding/Celebratory cake, consumables may not be brought in to the Hotel by the Client, their guests or employees, for consumption on the premises.
- 21. The Client and guests must fully comply with Health and Safety Regulations.
- 22. The Hotel operates a No Smoking policy throughout the building.
- 23. In accordance with the Hotel’s Licence, the bar closes at 11.30pm, no drinks will be served after this time. Music will finish at midnight.

Signature \_\_\_\_\_ Function date \_\_\_\_\_

Print name \_\_\_\_\_ I have read and agree to the above.