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## *Functions and Conferences at The Terrace Hotel*

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At The Terrace Hotel we can cater for all your function needs. Our purpose built and designed function suite offers you a luxurious room with private bar, a perfect space for corporate events. Seating up to 170 guests banquet style, with state of the art lighting, sound and audio. The suite is tastefully decorated, yet subtle enough to tailor the room to your individual taste. Contact a member of our function team to day for more details.



Our Courtyard room has Wi-Fi enabled broadband, microphone, multimedia projector, and DVD player with surround sound, all projected onto our large screen. Our team are always on hand to ensure your event runs smoothly. Comfortably seating up to 120 people theatre style, our Courtyard Suite can also cater for smaller functions. With a wide range function refreshments and dining options available we can ensure your delegates are catered for.

Meanwhile our Boardroom is perfect for small - private meetings or interviews. Seating up to 10 with Wi-Fi, plasma display and tea coffee facilities. We have availability for ½ day and full day rates. Photocopying and printing services are available at reception should they be required.

With 16 ensuite bedrooms, we have overnight packages to suit your accommodation needs. We have a range of catering options to complement your event from breakfasts or refreshments through to buffets and four course dinners. Our team are on hand to advise of any dietary requirements.

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*Room rates and facilities*

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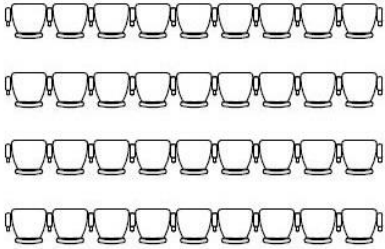
	<b>Boardroom</b>	<b>Courtyard</b>	<b>Function Suite</b>
<b>Room rates ½ day Up to 4 hours</b>	£100	£200	£200
<b>Full day Up to 8 hours</b>	£150	£300	£300
Projector		✓	✓
Large screen		✓	✓
TV Screen/Display	✓		
Microphone		✓	✓
Flip chart	✓	✓	✓
Lectern		✓	✓
Paper & pens	✓	✓	✓
Internet access	✓	✓	✓
<b>Capacity of Suites</b>			
Theatre		150	160
Classroom		40	60
Boardroom	8	40	50
U shape		40	50
Cabaret		40	60
Banquet		100	160

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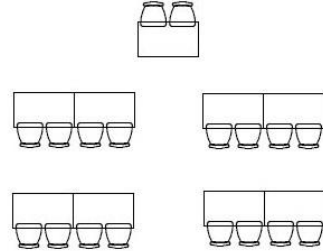
Room layouts

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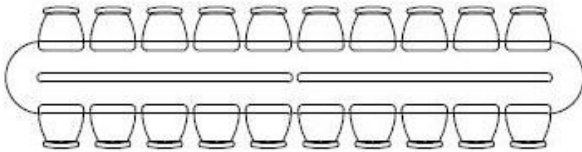
**Theatre**



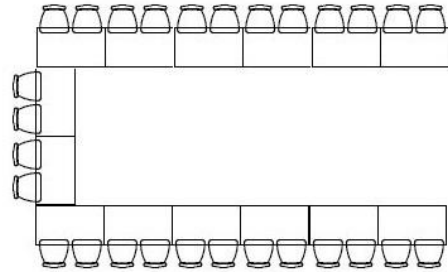
**Classroom**



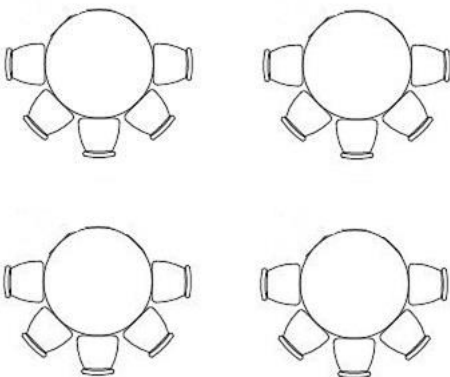
**Boardroom**



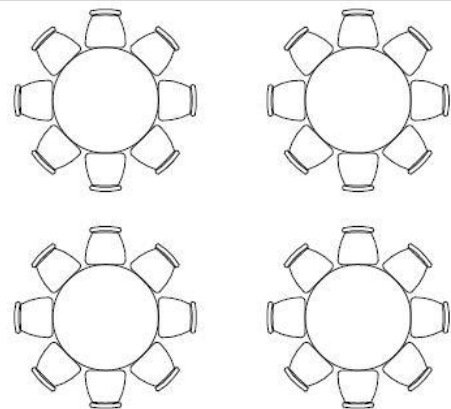
**U Shape**



**Cabaret**



**Banquet**



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*Conference Food & Beverage Price List*

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### **Refreshments**

Biscuits, Tea & Coffee	£4.25
Bottled Sparkling or Still Water	£2.75
Scones, Tea & Coffee	£5.95
Fruit Juices	£2.75
Herbal Teas	£2.75
Tray bakes, Tea & Coffee	£4.95
Tea & Coffee	£2.75

## Breakfast

<b>Full Breakfast Buffet</b>	£14.95
Sausage, Bacon, Soda Bread, Potato Bread, Tomato Mushrooms, Scrambled Egg Toast, Fruit Juice Tea & Coffee	
<b>Continental Breakfast</b>	
Cereals, Fruit Salad, Croissants, Scones, Fruit Juice, Tea & Coffee	£10.95
Scones, Preserves, Fresh Cream & Fruit with Tea & Coffee	£5.95
Breakfast Roll with Bacon, Tea & Coffee	£7.95
Breakfast Roll with Sausages & Bacon, Tea & Coffee	£8.95
Croissants, Tea & Coffee	£5.95

## Light Lunch

Soup & Bread Roll, Tea & Coffee	£6.95
Sandwiches, Tea & Coffee	£6.95
Biscuits, Sandwiches, Tea & Coffee	£7.95
Soup & Sandwiches, Tea & Coffee	£8.95
Irish stew, Tea & Coffee	£9.95

## Finger Buffet (Available for parties over 30 people)

- Homemade Chicken Goujons
- Cocktail Sausages
- Sausage Rolls
- Salt & Chilli Chicken Skewers ⑥
- BBQ Chicken Wings ⑥
- Mini Vegetable Spring Rolls
- Chips ⑥
- Hand Cut Sandwiches
- Vol Au Vents - Choose 2 Fillings  
*Chicken Curry, Beef Stroganoff, Chicken & Leek, Cajun Vegetable, BBQ Pulled Pork*

3 Choice £9.95 per person

4 Choice £10.95 per person

5 Choice £11.95 per person

*(Includes Complimentary Tea & Coffee Add Dessert £6.00 per Person)*

## Fork Buffet (Available for parties over 30 people)

Chinese Chicken Curry

Beef Stroganoff ⑥

Peppered Chicken ⑥

Chicken, Bacon & Leek

Thai Chicken Curry

### Vegetarian Options

Chinese Vegetable Curry

Mushroom Stroganoff ⑥

Hot & Sour Vegetables ⑥

1 Choice £13.95 per Person

2 Choice £15.95 per Person

*(Includes Rice, Chips, Tossed Salad & Complimentary Tea & Coffee)*

*Add Dessert £6.00 per Person*

⑥ Can be ordered gluten free. Please advise of any allergies or intolerances as dishes may need altered to suit

**Set Menu    £29.95 (available for Parties of over 25 adult guests)**

**Starters**

Choice of soup | *selection of breads*

Prawn Cocktail Salad | *classic marie rose sauce, wheaten bread*

Oak Smoked Salmon | *mixed salad leaves, lemon herb dressing*

Smoked chicken | *baby caesar / house made caesar dressing*

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**Main Course**

Slow roasted Beef | *Yorkshire pudding / bone Marrow Jus*

Turkey & ham | *herb stuffing / house made gravy*

Leg of Irish Lamb | *pan roasted asparagus / lamb Jus*

Oven baked salmon | *Samphire / garlic & dill cream sauce*

Vegan Thai red curry | *Basmati rice / poppadoms*

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**Assiette of Dessert**

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**Tea & Coffee**

- *Please advise your server of any allergies or intolerances as dishes may need altered to suit.*
- *Pre order is required at least than 7 days before your planned event. The final confirmed numbers are what will be charged on the day.*
- *For Parties of 40 guests and larger, one starter and one main course, can be selected for £29.95. See prices below to add choices for larger parties Our packages below are specially designed to cater for larger parties.*
- *If you would like to add an extra starter choice from our menu package, a supplement of £3.00 per person will be applied*
- *If you would like to add an extra main course choice from our menu package, a supplement of £6.00 per person will be applied*

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## *Terms and Conditions*

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For functions at The Terrace Hotel the following contract terms will apply. If you have any questions or need additional information your hotel contact will be delighted to help.

### ***How do I confirm a booking?***

- To confirm your booking we require a 25% non-refundable deposit unless you have credit facilities with us.
- On receipt of booking deposit, your event will be confirmed in writing.
- Menus must be confirmed no less than 2 weeks prior to your function. When your function is within 2 weeks of your enquiry, we will require confirmation of menu on the day of booking.
- Final numbers must be confirmed 7 working days prior to the date of the function. Agreed numbers this will be the quantity charged in final bill.
- Pre-orders for banquet menus are required 7 working days prior to your event
- In the event that the numbers attending the Event exceeds the numbers advised at the time of the booking, we shall use our reasonable endeavours to provide service for the increased numbers. We shall levy additional charges at the agreed rate per guest, for such increased numbers.
- Special dietary requirements and food allergies should be made known to the hotel at this time so any special menus can be decided.
- Full payment is required 28 days prior to date of function unless you have credit facilities with us.

### ***Can I bring my own food or drink?***

- No food (with exception to celebration cakes) or drink can be brought onto the premises without approval of the management. If guests bring their own drinks onto the premises without permission, drinks will be confiscated and a corkage charge will be payable by the organiser on departure.
- All perishable food that has been displayed will be removed by hotel personnel after an event.
- The hotel reserves the right to charge you for any breakages or malicious damage to hotel property. The hotel will also charge you for additional cleaning or repairs required following a guest accident.

### ***Conduct at an Event***

- The hotel and any event which take place within it are subject to statutory controls, in particular, but without limitation, those relating to food hygiene and safety, health and safety, fire safety, liquor licensing, and entertainment. You, and your guests, must comply with reasonable requests, directions and instructions of hotel personnel in relation to any such matters.
- We reserve the right to cancel or end any event if in our reasonable opinion the event would risk causing danger to the health and safety of hotel guests and/or hotel employees



- The hotel reserves the right to charge you for any breakages or malicious damage to hotel property. The hotel will also charge you for additional cleaning or repairs required following a guest accident.

### ***Under 18's and children***

- Under no circumstances will any alcohol be sold to any under 18's and we may need to ask for proof of identification if necessary.
- We reserve the right to remove any alcohol from guests who are unable to prove that they are over 18, regardless of how they obtained the alcohol in the first instance.
- The Terrace Hotel holds a Children's Certificate that allows a young person (under 18's) accompanied by an adult to be in the bar area (but not at the bar) in premises up to 9.00 pm.
- A children's certificate allows a young person to stay on the premises until 9.30 pm to consume a meal purchased before 9.00 pm.

### ***Decorations and Equipment***

- Guests shall not affix any materials to the walls or ceilings of the hotel by the use of nails, screws, pins or any adhesives.
- Confetti is not allowed in the hotel without prior permission from hotel management.
- The hotel will endeavour, where possible, to assist guests with storage of equipment, decorations, personal property, cakes, etc. prior to your event, but cannot accept any loss or damage to same. A safety deposit box is provided in the hotel reception at the guest's discretion. The hotel accepts no responsibility for any items lost or stolen on the premises.
- All equipment and belongings are to be removed from the hotel at the end of your event. If items remain at the premises, The hotel accepts no responsibility for any items lost or stolen on the premises

### ***Entertainment***

- You will adhere to event start and finish times as agreed with us
- All entertainment will adhere to requests by management regarding start and stops times, as well as music levels.
- No form of smoke machine, foam machines or the like are permitted in the hotel.

### ***Pricing***

- Please note that all menu prices are subject to change due to unforeseen commodity price inflation on food or beverage. All confirmed bookings will be notified if such increases apply.

The hotel reserves the right to cancel any booking that it deems will adversely affect the reputation, standing in the community or the safety of staff and other guests of the hotel prior to or during event.

The hotel shall not be liable for any breach of this contract caused by any event or matter beyond its control including labour disputes, fire, electrical / gas failure, riot, floods or

terrorism and including any other matter, in the opinion of the hotel proving impossible the performance of the contract but not being limited to matters listed here.

