

Functions and Conferences

at The Terrace Hotel

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.

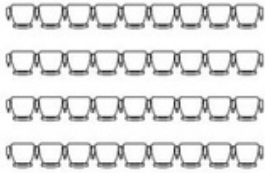
With 16 ensuite bedrooms, we have overnight packages to suit your accommodation needs. We have a range of catering options to complement your event from breakfasts or refreshments through to buffets and four course dinners. Our team are on hand to advise of any dietary requirements.

Room Rates and Facilities

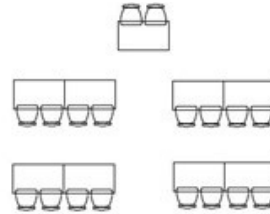
	Boardroom	Courtyard	Function Suite
Room rates ½ day Up to 4 hours	£100	£200	£200
Full day Up to 8 hours	£150	£300	£300
Projector		✓	✓
Large screen		✓	✓
TV Screen/Display	✓		
Microphone		✓	✓
Flip chart	✓	✓	✓
Lectern		✓	✓
Paper & pens	✓	✓	✓
Internet access	✓	✓	✓
Capacity of Suites			
Theatre		150	160
Classroom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

Room layouts

THEATRE



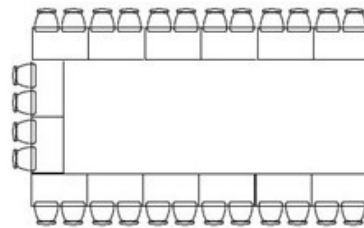
CLASSROOM



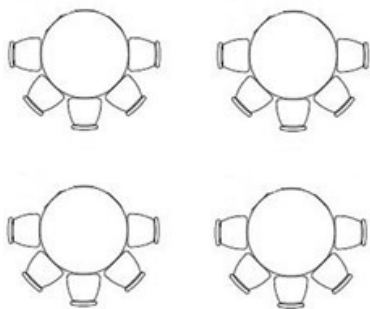
BOARDROOM



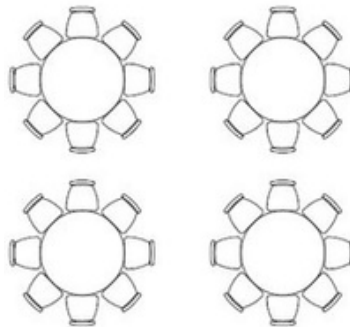
U - SHAPE



CABARET



BANQUET



Conference Food & Beverage Price List



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

Conference Food & Beverage Price List

BREAKFAST

Full Breakfast Buffet Sausage, Bacon, Soda Bread, Potato Bread, Tomato Mushrooms, Scrambled Egg Toast, Fruit Juice Tea & Coffee	£14.95
Continental Breakfast 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

Sandwiches, Tea & Coffee	£5.95
Biscuits, Sandwiches, Tea & Coffee	£5.95
Soup & Sandwiches, Tea & Coffee	£9.95
Irish stew, Tea & Coffee	£7.95

Conference Food & Beverage Price List

FINGER BUFFET

(Available for parties over 30 people)

Homemade Chicken Goujons

Cocktail Sausages

Sausage Rolls

Salt & Chilli Chicken Strips ©

Beer Battered Fish Goujons

BBQ Chicken Wings ©

Mini Vegetable Spring Rolls

Chips ©

Hand Cut Sandwiches

Vol Au Vents - Choose One Filling

(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

(add tea & coffee for £2.50 per person)

FORK BUFFET LUNCH

(Available for parties over 30 people)

Chinese Chicken Curry

Beef Stroganoff ©

Peppered Chicken ©

Chicken, Bacon & Leek

Thai Chicken Curry

Vegetarian Options

Chinese Vegetable Curry

Mushroom Stroganoff ©

1 Choice £13.95 per Person

2 Choice £15.95 per Person

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

With Dessert £6.00 extra

© Can be ordered gluten free. Please advise of any allergies or intolerances

Conference Food & Beverage Price List

Set Menu £29.95 per person

(Available for parties over 25 people)

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

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

Assiette of Dessert

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 £1.50 per dish per person will be applied
- If you would like to add an extra main course choice from our menu package, a supplement of £1.50 per dish per person will be applied

Terms & Conditions

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 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 days prior to your event
- In the event that the number attending the Event exceeds the number 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 14 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. 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.

Terms & Conditions

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 permitted 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
- Candles, tea lights or any decorations with a naked flame cannot be used in the hotel premises. All candles should be LED

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.

