



The Mayfield **FUNCTION & EVENTS**



Let us make your day, your way...

A warm welcome to **THE MAYFIELD**

Here at the Mayfield we strive to make your day exactly the way you want it.

We have a dedicated team on hand to help guide you through organising your event, from booking to the very day.

We can provide you with a selection of set packages to suit all budgets and requirements, although all packages are adaptable to make your day as unique as you are.

We look forward to working with you to create your special event!

The Mayfield Hotel **ROOM HIRE**

Corporate Rates

(room hire included in price)

½ Day Conference £17 per person

Full Day Conference £21 per person

Includes the following:

- Free Wireless Internet Access
- Projector & Screen
- Still & Sparkling Water
- Mid-Morning Tea & Coffee served with biscuits
- Standard Lunch Buffet
- Full Day Includes: Mid-Afternoon Tea & Coffee with a selection of dessert bites

We also host funeral teas, please ask a member of our team for more information.

Standard Room Hire £125 (up to 6 hours)

Any additional time £25 per hour

Extras for your day include the following:

- 2 balloons on a weight £4.00 per set
- 3 balloons on a weight £6.00 per set
- 4 balloons on a weight £8.00 per set
- Bamboo chair hire £2.00 per person
- Supply of our resident DJ £275 (availability dependant)
- White linen chair covers £1.50 per chair
- Coloured Chair bows £1.00 per chair
- Matching table runners £1.50 per table

We can also decorate the room / individual tables upon request, price dependent on requirements.
Ask about our sweet cart hire.

DRINKS PACKAGES

We have a wide selection of drinks packages & options available to suit all occasions and budgets.
Please ask our events organiser for all options available.

Here's a couple of examples of drinks packages we can offer:

Table Wine, Champagne Reception, 'Pimp Your Prosecco' Station, Cocktail & Gin Trees, Beer/Cider Bottle Buckets & Cocktail Pitchers.

BUFFETS OPTIONS

Standard Buffet £9.95 per person

- Assortment of mini triangle sandwiches
- Skinny fries
- Mixed leaf salad
- Coleslaw
- Mini sausage rolls
- Mini quiches
- Margherita pizza bites

Afternoon Tea £11.95 per person Add prosecco £15.95

- Assortment of mini triangle sandwiches
- Mini quiches
- Sausage rolls
- Crisps
- Scones, jam & cream
- A selection of dessert bites
- Tea & Coffee

Additional Buffet Options

£1.50 per item per person

- Vegetable spring rolls
- Mini cocktail sausages with a mustard glaze

£2.50 per item per person

- Chicken drumsticks
- Pork pies

£2.00 per item per person

- A selection of dessert bites
- Mini Vol-au-Vents filled with creamed mushrooms

£4.50 per person

- Charcuterie Platter - cured meats, a variety of cheeses, crackers, olives, fruit & celery and chutney

Hot Buffet £8.95 per person

- Chicken / Veggie Tikka Curry served with rice & chips

Add naan bread, poppadums & mango chutney £1.50 per person

- Beef / Veggie Chilli Con Carne served with rice & chips

Add classic nachos, sour cream & guacamole £1.50 per person

- Hot Carvery Sandwiches served with gravy & fries

Upgrade to roasted potatoes or chunky chips with stuffing balls & sauces £1.50 per person

SIT DOWN MEAL MENUS

Option 1 £21.95 per person

STARTERS

Melon & Prawn Cocktail
marie rose sauce

Tomato & Chilli Bruschetta
balsamic glaze

Creamy Garlic Mushrooms toasted
bread

MAIN COURSE:

Sage & Onion Stuffed Chicken Breast
wrapped in streaky bacon,
fondant potato, roast veg & rich gravy

Mushroom, & Hazel Nut Roast
crushed new potatoes, greens & gravy

DESSERTS

Salted Caramel & Chocolate Torte
whipped cream

Biscoff Cheesecake
whipped cream

Eton Mess
strawberries, meringue & cream

Welcome Canapes

£2.00 per item per person

- Balsamic & Cheddar Straws
- Crustini, stilton cream cheese & onion chutney
- Mini Bruschettas
- Mini Black Pudding Sausage Rolls
- Creamy Mushroom Vol Au Vents

Option 2 £26.95 per person

STARTERS

Smoked Salmon & Prawn Cocktail
marie rose sauce

Tomato & Chilli Bruschetta
balsamic glaze

Ham Hock Terrine
tomato chutney & toast

Creamy Garlic Mushrooms
toasted bread

MAIN COURSE

Chicken Coq Au Vine
fondant potatoes & roasted veg

Beef Brisket
fondant potato, roasted vegetables &
red wine gravy

Lemon & Herb Crusted Salmon Fillet
creamed leeks & crushed new potatoes

Mushroom, & Hazel Nut Roast
crushed new potatoes, greens & gravy

DESSERTS

Biscoff Cheesecake
whipped cream

Mixed Berry Traditional Trifle

Chocolate Brownie
vanilla ice cream

Traditional Cheese Board
biscuits & chutney

The Mayfield Hotel Booking Contract

TERMS AND CONDITIONS

1. Definitions

- a. "Company" refers to The Mayfield.
- b. "Customer" refers to the person, organisation or company by whom is responsible for the financial and operational obligation of this Agreement.
- c. "Event" refers exclusively to the Event described in the Event Agreement, to which the t&c's apply.

2. Bookings

- a. A provisional booking will be held for an agreed period of up to 7 days unless otherwise agreed by the Company.
- b. To secure any booking, a non-refundable deposit of 25% of the estimated total is required, along with a signed copy of this Agreement.
- c. The Company reserves the right of approval of all aspects of the Event and also the right to terminate the Event at any stage should it compromise the Company in any way.
- d. A confirmed number of guests/delegates are required at least 7 days prior to the Event.
- e. Any charges will be based on the confirmed number or actual attendance whichever is greater.
- f. All events must adhere to the agreed running times. If a Customer permits an event to run over the agreed finishing time, an additional charge of £75 per hour for the room will apply.

3. Catering

- a. The Company has sole rights to supply catering in the building.
- b. A minimum price of £7.95 per head will be taken for any booked event. (excluding children, unless agreed by the company)
- c. No food or beverages may be brought on to the premises, either by the Customer or his/her guests. This excludes celebratory cakes. If any of the above are found then they will be charged for at current full tariff rate.
- d. No alcoholic or non-alcoholic beverages may be brought on to the premises, either by the Customer or his/her guests, for consumption. If any of the above are found then they will be charged for at current full tariff rate.
- e. Any Drinks brought on to the premises by the Customer with prior permission from the Company will incur a corkage fee.

Bottles of Wine	£7.50 per bottle
Bottles of Spirit	£50.00 per bottle
Bottles of champagne	£20.00 per bottle
Bottles of Sparkling Wine (including Prosecco)	£12.50 per bottle
Soft Drinks	£3.00 per head
- f. Food and beverage prices are correct at the time of printing, but such prices are subject to alteration without notice.

- g. In the event of circumstances beyond the control of the Company e.g. an increase in the standard rate of VAT or an increase in Suppliers' charges, up to one month prior to the Event, the Company reserves the right to vary its prices quoted to levels that reflect such changed circumstances.

4. Conduct and Security

- a. If in the Company's opinion, any additional cleaning or a higher potential risk of damage is envisaged, an extra charge will be required, in the form of a security deposit before the Event (refundable if not required after the Event)
- b. The Company reserves the right to request security for the Event to be paid for by the Customer and arranged by the Company.
- c. The Customer will be held liable for any loss or damage sustained by the Company as a result of the acts/omissions of the Customer and his/her guests at the Event and will be held liable for the cost of replacement/repair.
- d. Should the Customer or any of his/her guests attending the Event be unwilling or unable when asked by the Company to cease any behaviour or activities unacceptable to the Company, the Company reserves the right to require such persons to leave the premises and/or to terminate the Event with immediate effect (without refund or waiver of monies paid).
- e. The Company accepts no responsibility for the loss, theft or damage of any item of clothing/accessories, or any other personal items belonging to the Customer or his/her guests while on the premises.

5. Payment

- a. All final invoices are to be paid within 7 days prior to the Event.
- b. In the case of payment not been made, the company reserves the right to cancel any scheduled event

6. Cancellation by the Customer

- a. All deposits are non-refundable at time of acceptance.
- b. Confirmed bookings will incur a 75% charge of the event if not cancelled within 21 days of the event

7. Cancellation by the Company

The Event can be cancelled by the Company if:

- a. The Event in the opinion of the Company prejudices its reputation; or
- b. The Customer is more than 14 days in arrears with any payment to the Company; or
- c. The Company becomes aware of any proposed activity or actual activity in the Event which breaches or is likely to breach licensing, health and safety legislation or fire safety regulations; or if the Customer breaches any provisions within this Contract and fails to remedy its breach within 7 days.

Event

Date

Signed on behalf of **The Customer**

Signed on behalf of **The Mayfield**

Date

Date