



Lindhurst Rooms

Conference and Banqueting Centre

SPECIALITY CATERING FACILITY HIRE RATES

LINDHURST ROOMS – CAPACITY 400 Hire Charge £2,950.00 + VAT
Your suite will be available on a Sunday or midweek for a period of up to 8 hours and
will include the following items:

**ALL CHINA, CUTLERY AND GLASSWARE
USE OF THE KITCHEN AND EQUIPMENT
TABLE SERVICE EQUIPMENT
WAITING STAFF
KITCHEN STAFF FOR WASHUP
TABLES AND CHAIRS
WHITE LINEN TABLECLOTHS AND PAPER SERVIETTES
ROOM HIRE**

Should you require the suite on a Saturday there will be an additional hire charge of
£500.00 + VAT.

All bookings above the agreed hire charge for the 400 capacity stated will incur
additional hire charges of £400.00 + VAT up to and not exceeding the maximum
number of 450.

Please note: Any furniture, equipment or tableware requested and not owned by
Sodexo Prestige will incur a hire charge.

To supply your own wine, spirits and soft drinks there will be a corkage charge of
£400.00 + VAT.

Sodexo Prestige will supply all other drinks (including beer – draught and
bottles). Staff are supplied at the following ratio:-

Bar Staff 1 per 75 guest s

Waiting Staff 1 per 20 guests

A charge of £150.00 per half hour will be charged for each additional 30 minutes
should the function finish later then the contracted hours.

Sodexo Prestige reserves have the right to approve all external caterers; all caterers
must have Public Liability to the value of ten million pounds, of which a copy must be
supplied seven days before the event.

We will require an additional bond of £200.00 will be required; to cover any additional
cost incurred for the cleaning of the kitchen should this be left in an unclean state by
your caterers, or for any missing or damaged equipment to cover replacement cost.

A provisional booking will be held for two weeks and should you then wish to confirm
the booking a non-refundable deposit of £300.00 is required followed by a further
non-refundable deposit of £500.00 two calendar months before the function. The final
balance is due one calendar month before the function.

All bookings are subject to Sodexo Prestige Terms and Conditions. Valid up to 1st
September 2009