



HOTEL
COLLINGWOOD

Functions & Events



Function Menu

Three Course Set Menu

- £24.50 per person -
Select one item from each course

Three Course Choice Menu

- £28.50 per person -
Select four items from each course

STARTERS

Roasted red pepper, tomato and basil, herb oil (g/f, vegan)

Creamy leek, saffron and potato, peppered croutons (g/f, can be vegan)

Watercress and spinach, fresh cream (g/f, can be vegan)

Broccoli and stilton, crisp croutons (g/f)

King prawn and sweet pepper skewers, oriental salad, toasted sesame seeds, chilli coconut dressing (g/f)

Smooth duck and chicken liver pate, Collingwood chutney, toasted brioche (can be g/f)

Mediterranean vegetable, thyme, cherry tomato tart, dressed rocket, kalamata olive compote

Plum tomato, buffalo mozzarella salad, fresh basil, vintage balsamic reductions, rock salt (g/f, can be vegan)

THE MAIN EVENT

Meat and fish

Braised blade of beef, roasted root vegetable mash, glazed shallots, rich red wine jus (g/f)

Slow-cooked Gressingham duck leg with sautéed potatoes, buttered seasonal vegetables and tangy berry jus (g/f)

Roasted tender loin of pork, brunoise potatoes, apple and prune compote, calvados jus (g/f)

Pot roasted corn fed chicken supreme, sautéed potatoes, pearl onion, sage and apricot jus (g/f)

Pan-seared seabass, cauliflower fritters, parsley puree (can be g/f)

Poached salmon supreme, straw sweet potatoes, honey and greek yoghurt dressing (g/f)

Vegetarian

Chargrilled tofu and haloumi, sautéed courgette, teriyaki sauce (g/f, vegan)

Wild mushroom pappardelle, toasted pine nut, rocket pesto, dressed salad (can be g/f, vegan)

Leek and goat cheese risotto, truffle oil, parmesan crisp (can be g/f, vegan)

Spinach, red lentil and chick pea vindaloo, basmati rice, naan bread, poppadum (can be g/f, vegan)

DESSERTS

Baileys and white chocolate brulee, orange shortbread (can be g/f, vegan)

Raspberry and mascarpone cheese cake, vanilla bean cream

Lemon, lime and clotted cream tart, brandy infused berries

Warm chocolate fudge and orange brownie, spiced cherries, vanilla pod ice cream (can be g/f, vegan)

Exotic fruit platter, champagne sorbet, poached fig (g/f, vegan)

If you have any dietary requirements or allergies, or require any details on allergens within our dishes, please let us know.



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Buffet Menus

Finger Buffet Option One

£15.50 per person
Minimum of 20 guests

Assorted sandwiches and wraps
Assorted chicken skewers
Quiche
Tempura prawns with sweet chilli dip
Chinese dim sum selection
Pastry assortment
Indian selection
Cheeseboard
Crisps

Mini cakes
Fresh seasonal sliced fruit

Finger Buffet Option Two

£20.50 per person
Minimum of 20 guests

Selection of sandwiches, rolls and mini wraps
Oriental Chinese platter with dips
Indian selection
Mini jackets with cheese, mayo and spring onion
Crudities with dips
Assorted chicken skewers
Tempura prawns and sweet chilli dip
Bacon and brie garnis
Smoked salmon canapés
Cheese and biscuits
Kettle crisps

Mini pattiserie selection
Fruit Skewers

Finger Buffet Option Three

£27.50 per person
Minimum of 20 guests

This menu is elegant, fresh and unique without going overboard!

Selection of wraps, rolls and sandwiches
Oriental Chinese platter with dips
Sushi platter
Indian sampler with dips
Mini jacket potatoes with spring onion vintage
cheese and fresh chives
Crudities with dips
Chicken skewers
Bacon and brie garnis

Skewered oriental prawns, in a crisp tempura
coating served with Thai sweet chilli dip
Smoked salmon canapés
Cheese and biscuits
Kettle chips

Decadent chocolate brownies
Mini bakewell tarts
Fresh berries and vanilla cream pavlova

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Buffet Menus (continued)

Asian Buffet

£22.95 per person

Starters

Vegetable samosa

Assorted spring rolls with sweet chili sauce

Onion bhajis with mint raita and jeera yoghurt

Papri chatt

The Main Event

Chickan tikka masala

Lentil and sweet potato curry

Lamb palak vegetable kofta bombay aloo

Dessert

Fresh fruit salad

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FAQ's and Information

Access

Access to the venue can normally be arranged with your event planner in advance.

Children

Children are welcome at our events although we do have regulations & restrictions to ensure your event is not disrupted and for genuine health & safety reasons. Children attending must be accounted for and child policy signed by each parent or guardian, and numbers are limited.

Candles

Candles and candle holders must be either provided by the hotel or if you wish to bring your own, these must be approved by management to make sure they comply with fire regulations.

Chair Covers

Are not supplied or fitted by the hotel.

Disabled

We do have disabled access to most areas and disabled toilet facilities.

Festive Functions

From late November to early January our function suites will have stylish Christmas decorations and lights, so if you're feeling adventurous, why not make them part of your special event at no cost.

Item Collection

All items left behind must be collected by 12 noon the next day. Anything left in the venues by any persons is not the responsibility of the hotel. We advise that all valuables are removed on the evening and kept with you at all times as the hotel can not be held responsible for items that are missing, including favours and name cards.

Music

We have speakers and facility for CD's and iPhones/MP3 in most of our rooms that can be set up in advance of your event. If supplying your own band or disco, you will need your own equipment and public liability insurance. Live bands have a curfew at 1.00 am and 11pm midweek.

Final Numbers

Final menu choices and table plan are due 14 days before your event; final numbers no more than 7 days before your event.

Highchairs

Highchairs are provided free of charge, we have a maximum of 4 highchairs if required.

Menu Choice

Although we have provided our own Menu Selection, which is 'of the moment' in food trends, we do offer a be-spoke service where we can price up your own individual menu on application.

Options

If you would like the option of two menu choices per course, this can be arranged. A Pre-Order will be required 14 days before your event and printed on all guest name/place cards.

Opening Times

Our venues operate till midnight Sunday to Thursday and 1:00am at Weekends. Our bars are open from 9am till late.

Tables & Linen

In the Botanical Suite you can choose our large round tables which can seat from 6 to 12 people, long tables can seat up to 12 people. A large round can also be used for the top Table. All other colours of table linen can be provided for a small hire charge. The Gold Room has a variety and mixture of tables, square, round, oval, square tables can be joined together to create longer tables of 8.

Parking

Our car park has 70 spaces which is normally sufficient however, for large functions we would recommend arriving by taxi or car sharing. If the car park is full there are two near by public car parks at St Michael's Road and the BIC.

Personal Event Planner

Our events team will support you throughout the planning process and during your event. One team member will be responsible during the event itself being your point of contact whenever you need anything.

Photographers

Any of our public areas can be used for Photographs providing residents or patrons are not displaced. Don't forget, the Seafront is directly in front of us and the Beach a 5-minute walk.

Rooms

We have Hotel Rooms on site bookable via reception or our website.

Suppliers

We do have reputed and recommended suppliers that we work closely with, although they are not affiliated to the hotel. Please ask our events manager.

Storage

Items from your suppliers and yourself can be delivered up to 24 hours prior to your event and stored securely.

Venues

The Botanical Suite can accommodate up to 110 Theatre Style and 100 seated for a meal, with 120 for evening function Buffet. The Gold Room can accommodate 90 seated for a Meal. The Note Room can accommodate up to 20 people for a private meal.

Venue Turn Around

If you are using the same venue for your Meal and Evening Function, we will ask you to vacate the room for up to 30 minutes while we transform the venue into a stunning night-time display. You are welcome to use the hotel bar while we transform the venue.

Wall Hangings & Party Poppers

Items can be hung on existing pictures but not to wallpaper or paint that may leave damage. Party Poppers cannot be used inside the Hotel.

Cancellation

Over 12 months prior to event, full deposit will be forfeited.

From 6-12 months prior to event, 50% of total event cost will be charged.

From 3-6 months prior to event, 75% of total event cost will be charged.

Less than 3 months prior to event, 100% of total event cost will be charged.



Booking Enquiry

Please fill out the form below to secure your event with us.

Bookings are only confirmed once receipt of your non-refundable deposit is confirmed. Should another enquiry be received before receipt of deposit we will offer 5 working days to confirm the reservation.

The initial deposit for all events is £500 non-refundable/non-transferable.

Three months prior to your event a payment equal to a total 50% of your total account is required. Full payment is due 28 days before your event.

Date Of Event:	Location & Venue:
Client Name (1):	Client Name (2):
Address:	
Post Code:	Telephone:
Mobile (1):	Mobile (2):
Email (1):	
Email (2):	
Deposit Amount Enclosed:	
Paid By:	
I agree to all terms and conditions within this package and booking form.	
Signed:	Date:

All event total account charges include catering, drinks, venue hire & VAT.

Please email: events@hotelcollingwood.co.uk or hand to your personal event planner.

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