



HOTEL
COLLINGWOOD

Functions & Events



Function Menu

Three Course Set Menu

£29.50 per person

Select one item from each course

Two Course Set Menu

£24.50 per person

Select one item from two course

STARTERS & SOUPS

Roasted Red Pepper, Tomato & Basil Soup (GFO/VE)

Leeks, Saffron & Potato Soup (GFO/VE)

Watercress, Spinach & Potato Soup (GFO/VE)

Broccoli & Blue Vinney Soup (GFO)

Grilled King Prawn & Pepper Skewer, Oriental Salad, Sweet Chilli Dressing (GF/DFO)

Chicken & Pork Liver Pate, Toasted Brioche, Collingwood Chutney (GFO)

Mediterranean Vegetable & Cherry Tomato Tartlet. Dressed Rocket, Olive Tapenade (VG)

Plum Tomato, Buffalo Mozzarella & Basil Salad, Balsamic Reduction, Sea Salt (GF/VEO)

MAINS

Meat & Fish Dishes

Braised Blade of Beef, Mashed Potato, Roast Root Vegetables, Red Wine Jus (GF/DFO)

Confit Duck Leg in Oil, Sauté Potatoes, Seasonal Vegetables, Berry & Wine Sauce (GF/DFO)

Chargrilled Pork Loin Steak, Parmentier Potatoes, Savoy Cabbage, Calvados Sauce (GF/DFO)

Pan Roasted Chicken Breast, Dauphinoise Potatoes, Roasted Baby Carrots, Sage Cream Sauce (GF)

Pan Seared Seabass Fillet, Rosti Potato, Cauliflower Puree, Parsley Puree Dressing (GF/DFO)

Poached Salmon Supreme, Sweet Potato Mash, Grilled Asparagus, Honey & Greek Yoghurt Dressing (GF)

Vegetarian

Leek, Pea & Asparagus Risotto, Rocket Salad, Crispy Leeks, Truffle Oil & Parmesan (VG/VEO/GF)

Chargrilled Halloumi, Chestnut Mushroom & Courgette Skewers, Pilaff Rice, Teriyaki Dressing (VG/GFO)

Wild Mushrooms & Pepper Pappardelle, Rocket & Pine Nut Pesto, Dressed Leaves, Parmesan Crisp (VG/VEO/GFO)

DESSERTS

Baileys and White Chocolate Brulee, Orange Shortbread (GFO/VG)

Strawberry Cheesecake, Vanilla Bean Cream

Lemon & Lime Tart, Clotted Cream, Brandy Infused Berries

Warm Chocolate and Orange Brownie, Vanilla Pod Ice Cream (GFO/VG)

Exotic Fruit Platter, Champagne Sorbet, Poached Fig (GF/VG)

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



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Function Menu

Canape Menu

Choose Three
£6.75 per person

Choose Five
£8.75 per person

Smoked salmon, mascarpone & dill croustade cup (VG)
Cocconcini mozzarella, cherry tomato & pesto skewer (VG/GF)
Grilled Asparagus in Parma ham & Parmesan (GF)
Harissa chicken Skewer (DF/GF)
Mushroom, Courgette, Red Onion & Salsa Verde (VE/DF/GF)
Mini Red Peper Frittata & Black Pepper Creme Fraiche (VG/GF)
Brie & Grape on Toasted Brioche Croute (VE/DF/GF)
Grilled Button Mushroom, Houmous & Truffle Oil (VE/DF/GF)
Onion Bhaji Fitter, Mango Chutney & Corriander (VE/DF/GFO)
Mini Bangers, Mash & Onions (DFO)

Hot Fork Buffet Menu

£22.50 per person

SAVOURY

Slow Cooked Beef Lasagne
Salmon, White Fish & Prawn in Creamy Dill &
White Wine Sauce, Topped with Buttery
Mashed Potato (GFO)
Vegetable Chilli Non-Carne in a Tomato Sauce,
Beans & Chilli Flakes (GF/VE)
Saffron Pilaff Rice (GF/VE)
Mediterranean Flat Breads (GFO/DFO/VEO)
Salad Table

SWEET

Fruit of the Forest Pavlovas (GF/VEO)
Chocolate Profiteroles
Fruit Salad and Fresh Cream

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Function Menu

Hot Buffet Menu

£24.50 per person

20 people or less

Select four savoury and one sweet item

20 - 40 people

Select six savoury and two sweet items

40 - 60 people

Select eight savoury and all sweet items

60+ people

All items included

SAVOURY OPTIONS

Bread Brie Wedges (Cranberry)

Chicken Skewers, Sweet Chilli Sauce (GF)

Lamb Koftas, Mint Yoghurt Raita (GF)

Salmon Fish Cakes, Tartare Sauce

Halloumi Fries with Chilli Jam (VG)

Honey & Mustard Pigs in Blankets (GFO)

Beetroot Falafel (GF/VE)

Pizzas

Vegan Mini Sliders (VE)

Salad Table (GF/VEO)

SWEET OPTIONS

Fruit Pavlovas (GF)

Selection of Mini Cakes (GFO/ DFO)

Fruit Salad & Cream (GF/DFO)

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Function Menu

Cold Buffet Menu

£23.50 per person

20 people or less

Select four savoury and one sweet item

20 - 40 people

Select six savoury and two sweet items

40 - 60 people

Select eight savoury and all sweet items

60+ people

All items included

SAVOURY OPTIONS

Selection of Filled Bridge Rolls (VG/DFO)

Baby Mozzarella & Cherry Tomato Skewers (VG)

Parma Ham Wrapped Asparagus, Parmesan, Truffle Oil
& Balsamic Glaze (GF)

Cheese and Onion Rolls (VG)

Mini Pork Pies

Crudites with Dips (GF/VEO)

Cold Cooked Meats (GF)

Cheese Selection with Chutneys (GF)

Mediterranean Flat Breads with Hummus and Olives (GFO)

Salad Table (VEO/DFO)

SWEET OPTIONS

Fruit Pavlovas (GF)

Selection of Mini Cakes (GFO/ DFO)

Fruit Salad & Cream (GF/DFO)

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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.

Hotel Collingwood
11 – 13 Priory Road
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