



Summer Party Packages 2019

Summer in Provence

Packages for Corporate Summer Parties at Special City Venues

- Apothecaries' Hall
- Barber-Surgeons' Hall
- Saddlers' Hall
- Salters' Hall
- Skinners' Hall

INTRO

We offer 5 exclusive venues in the City of London each with their own special atmosphere combining indoor and outdoor space.

Our 2019 Summer Party theme brings the glory of the South of France to the City of London.

Our venues' Gardens, Courtyards and Terraces will be dressed in French linen, lavender, basket ware and sunflowers, decorated with classic Riviera posters and paraphernalia, creating a glamorous and relaxed entertaining environment.

The 'Theatre' will be supplied by chefs cooking on barbecues, our service staff (entering into the spirit of the theme) dressed in classic French attire, and a good tongue-in-cheek sense of fun.

Apothecaries' Hall

Large Courtyard with Planting

 200

 130

 EC4V 6EJ
(Blackfriars)

www.apothecarieshall.com

Saddlers' Hall

Shaded Courtyard with Water Fountain

 250

 150

 EC2V 6BR
(St Pauls)

www.saddlershall.com

Salters' Hall

Beautiful Landscaped Gardens

 300

 120

 EC2Y 5DE
(London Wall Place)

www.salters.co.uk

Barber-Surgeons' Hall

Elegant Terrace alongside the Physic Garden

 250

 120

 EC2Y 5BL
(Moorgate)

www.barber-surgeonshall.com

Skidders' Hall

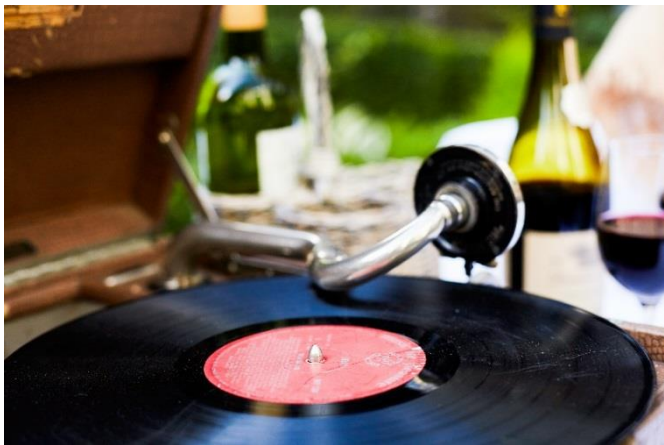
Rooftop Garden with Central Fountain

 300

 170

 EC4
(Cannon St)

www.skiddershall.com



PACKAGE 1 – Côte d'Azur Cocktail Hour

A lightly themed cocktail party capturing the sunshine, elegance and glamour of the South of France. The drinks offer begins with stylish Kir Royale cocktails and then includes unlimited sparkling wine, still wines and beers for the duration of the party.

The menu combines a careful balance of meat, fish and vegetable based canapés offered round by our staff dressed classic French blue and white stripes.



Pricing

Inclusive of 3-hour venue hire, catering, drinks and theming with a 2-hour food service
£67.00 per person - based on 200 guests
£72.00 per person - based on 150 guests
£82.00 per person - based on 100 guests
£86.00 per person - based on 80 guests

All prices are subject to VAT

Savoury Canapes

Lobster Beignet
Bouillabaisse Dipping Sauce

Merguez Sausages
Honey Dijon Mustard

Zucchini Boats
With Ratatouille

Smoked Salmon & Caviar
On Dill Blini

Wild Mushroom Brioche
Crème Fraîche & Tarragon

Mini Steak-Frites
Sauce Béarnaise

Tomato Calisson
Aioli

Mussels
With Garlic Butter

Chèvre Tartine
Honey & Black Fig

Grilled Chicken & Olives
Provençal Dipping Sauce

Dessert Mouthful Treats

Lavender Crème Brûlée Spoons

Orange Blossom & Almond Madeleines

Cherries dipped in Dark Chocolate

Drinks Offer

Unlimited Drinks Package for up to 3 hours
Feature Bar with 1920's wind up gramophone playing French Jazz on arrival

Kir Royale
Chevalier Blanc De Blancs Brut NV
Provence Rose 2014
Château La Besage 2017
Côtes Du Rhône 2016
1664 Beer
Lavender Lemonade
A Selection of Soft Drinks

PACKAGE 2 – The Riviera Barbecue

Chefs cooking on open barbecues a range of favorite Provençal summer dishes. The Party will be dressed with French linen, herb bouquets and chic lanterns. Staff will be dressed in French blue and white stripes, serving and interacting with the guests.

The drinks offer begins with stylish cocktails on arrival and then includes unlimited wines and beers for the duration of the party.

Drinks Offer

Unlimited Drinks Package for up to 5 hours
Feature Bar with 1920's wind up gramophone playing French Jazz on arrival

Kir Royale
Chevalier Blanc De Blancs Brut NV
Provence Rose 2016
Château La Besage 2017
Côtes du Rhône 2016
1664 Beer
Lavender Lemonade
A Selection of Soft Drinks

Pricing

Inclusive of 5-hour venue hire, catering, drinks and theming with 2-hour food service

£84.00 per person - based on 200 guests

£88.00 per person - based on 150 guests

£98.00 per person - based on 100 guests

£110.00 per person - based on 80 guests

All prices are subject to VAT



PACKAGE 2 – The Riviera Barbecue continued

The menu includes French Themed Barbecue classics for the guests to graze at their leisure. The buffet will be dressed with French Linen, Lavenders and Sunflowers.



From the BBQ

Steak Frites

Minute Steaks, Brioche Buns, Sauce Béarnaise & French Fries

Chargrilled Chicken Breasts

Tomato & Mushroom Provençal Sauce

Chargrilled King Prawns

Watercress Chiffonade

For Vegan / Vegetarian Guests

Veggie Burgers

Brioche Buns, Sauce Béarnaise & French Fries

Courgette, Butternut & Sweet Pepper Brochettes

Watercress Chiffonade

Salad Selection

Salad Niçoise

French Bean, New Potato, Tomatoes, Olives & Hens Eggs.

Rice Pilaf

Fennel, Peas & Sweet Peppers

Summer Leaf Salad

Avocado, Orange & Crouton, Lemon Dressing

The Riviera Hotel “Afternoon Tea”

Central display of multi-tiered bite-sized dessert items

Tiny Framboise Sponge “Sandwiches”

Pistachio Macaron

Chocolate Ganache

Myrtille Galette

Crème Patisserie

Summer Fruit Brochettes

Champagne Sabayon

PACKAGE 3 – St. Tropez Party

A range of themed food and drink stalls capturing the magic of the French Riviera. Each food station will be dressed with French Paraphernalia and Herb Bouquets. Staff will be dressed in French blue and white stripes, serving and interacting with the guests.

The drinks offer begins with stylish cocktails and then includes unlimited wines and beers for the duration of the party.



Drinks Offer

Unlimited Drinks Package for up to 5 hours
Feature Bar with 1920's wind up gramophone playing French Jazz on arrival

Kir Royale
Chevalier Blanc De Blancs Brut NV
Provence Rose 2016
Château La Besage 2017
Côtes du Rhône 2016
1664 Beer
Lavender Lemonade
A Selection of Soft Drinks

Le Promenade "Hot Dog"

Chargrilled Merguez Sausages & Vegetarian Sausages
Caramelised Red Onions
Homemade Ketchup, Mayonnaise & Mustards

Le Crêperie

Uniformed chefs preparing a range of savoury pancakes to include:

Smoked Duck
Mixed Seafood
Gruyere Cheese
Heritage Tomatoes
Courgette Ribbons
Ham
Ratatouille

PACKAGE 3 – St. Tropez Party continued

The Market Place Vendors

Le Charcuterie

Garlic Sausage, Terrine Forestiere & Rillettes

For Vegetarian Guests

Terrine of Summer Vegetables, Chick Pea & Lentil Sausages
Pickles, Herb & Garlic Bread

Salad Selection

Potato, Apple & Celery Salad, Mint Yoghurt Dressing, Tomato & Onion Vinaigrette
Broad Bean, Pea Pods, Sweet Peppers, Chèvre & Crouton Salad

Pricing

Inclusive of 5-hour venue hire, catering, drinks and theming with a 2-hour food service.

£86.00 per person - based on 200 guests

£92.00 per person - based on 150 guests

£102.00 per person - based on 100 guests

£115.00 per person - based on 80 guests

All prices are subject to VAT

The Riviera Hotel “Afternoon Tea”

Central display of multi-tiered bite-sized dessert items

Tiny Framboise Sponge “Sandwiches”

Pistachio Macaron

Chocolate Ganache

Myrtille Galette

Crème Patisserie

Summer Fruit Brochettes

Champagne Sabayon



OTHER DETAILS

Packages include:

The attached catering packages are fully inclusive of the following:

- Venue hire and facilities charge from 6.30 - 9.30pm (Package 1)
- Venue hire and facilities charge from 6.30 - 11.30pm (Packages 2 and 3)
- Menu as detailed in each package
- Drinks package as detailed
- Management, chefs and service staff
- All furniture and table linen
- All catering equipment
- Themed décor as detailed



Optional Additions / Not Included:

- Additional meals for any of your own staff or entertainers
- Flower arrangements
- VAT
- There is an additional charge of £250.00 for the hour between 11pm and midnight at Saddlers' Hall.
- Dancing - including provision of dance floor. Charges apply as follows:
 - Skinners' Hall - £350.00
 - Barber-Surgeons' Hall - £500.00
 - Saddlers' Hall - £500.00
 - Apothecaries' Hall - dancing not permitted
 - Salters' Hall - £500.00

DJ

From £750.00 + VAT. Please contact us for more details.

Entertainment

We would be delighted to organise entertainment for your event, to match the theming. Please contact us for more details.

French Accordionist on arrival - £350

Oyster Shucker interacting with the guests preparing and serving fresh Oysters - from £400

Regions of France Wine Tasting- A range of 8 wines with tutored tasting and notes - up to 24 bottles- £600 Flat charge

Regions of France Cheese Tasting - 10 special Cheeses with accompaniments and French Bread - from £600

OTHER DETAILS

Drinks Upgrades

Upgrade to Lagache Champagne Reception - £6 per person

White Wine Upgrade

Picpoul de Pinet, 2016 - £2.50 per person

Petit Chablis, Domaine Du Colombier 2016 - £3.50 per person

Sancerre, Langlois Chateau, 2017 - £4.50 per person

Red Wine Upgrades

Château La Baronne, 2016 - £2.50 per person

Château des Gravières, Graves 2015 - £3.50 per person

Bourgogne Pinot Noir, Chanson 2015 - £4.50 per person

Upgrade to unlimited full spirit bar - £8 per person

Meals for Entertainers etc.

If you require us to provide meals for any staff or entertainers we can provide either:

- The same as the guests at £4.00 less than the menu price
- A 2-course supper at £24.00 per person
- Sandwiches and light refreshments at £9.50 per person

Furniture and Linen

The prices quoted include 6 poseur tables clothed in bright Provençal colours and all necessary food station furniture and decor.

Hall Hire

The Halls are buildings of outstanding architectural significance and contain valuable pieces of art and furniture. Guests will be required to respect this at all times and behave in an appropriate manner.

We reserve the right to reject a booking application if we do not consider it suitable for the premises.

Numbers - 80-300 guests

Prices are based on the number of guests stated. If your numbers drop, our overheads do not reduce in the same proportion and therefore our menu prices will increase. Once you confirm your booking, this is the number that we will work on. Please notify us of any change in this number as soon as possible and at the latest by 5.30pm one week before the event. Under our terms the number cannot be reduced after that date, as we will have started to order food and have scheduled staff.

Availability of Catering Services

Please contact us for availability at each of the Halls.

Terms of Payment

A booking deposit of £500.00 is required to secure the booking. We then require 70% of the total expected charge to be paid 3 weeks before the event. The balance is due within three weeks of our invoice being presented.

Terms & Conditions

Numbers

The high quality of our catering depends on the fact that any event we undertake is separately planned, purchased and cooked. This does mean, however, that we have to have very strict terms regarding numbers.

- 1) All prices are quoted for a specific number of guests. When numbers drop, our overheads do not reduce proportionally and therefore our menu prices increase.
- 2) We require confirmation of numbers to be catered and charged for on the Friday before the week of an event (or for Monday and Tuesday functions on the Wednesday before the event). After this date, increase in numbers of up to 10 people can usually be accommodated but no allowances can be made if numbers drop.
- 3) If the number of guests attending exceeds the numbers booked (and we are able to cater for them) we will charge for the greater number.
- 4) If the number of guests attending is less than the number booked we will still charge the total number ordered.

Cancellation

Once a particular date is booked we reserve the staff and kitchen time to do that function on that date and we will refuse other events which come in later. Therefore, cancellation charges are payable for any cancellation of a confirmed date. The minimum cancellation charge is 10% of the total estimated cost. This will increase to 20% within two months of the event, 40% within one month of the event and up to 100% within the week.

Methods Of Payment

Payment of invoices can be made by BACS, by cheque or by debit card. We also accept credit card payments by MasterCard, Visa or American Express although these will be subject to a 2% surcharge to cover bank processing charges.

Payment

Deposit payments are required from all non-account clients. Payment of a final invoice is required within three weeks after the event.

Food Tastings

We are happy to provide food tastings for confirmed events where the expected turnover of the event exceeds £8,000.00. In cases where the turnover is less than £8,000.00, or the booking is not confirmed, we will make a charge for the tasting of £300.00.

Damage to Property

- 1) If Party Ingredients' property is willfully or negligently damaged or stolen at a function the replacement cost is payable by the client.
- 2) If we book premises, a marquee or other property on behalf of the client, the responsibility of security or damage to property will rest with the client.
- 3) If a client's property is willfully or negligently damaged by Party Ingredients we will be responsible under our liability insurance.

Ingredients

Whilst every effort will be made to produce the exact agreed menu we reserve the right to alter a particular ingredient if it is not available.

Allergens

Our dishes are prepared in kitchens that are not free from allergenic ingredients. Please contact a member of our staff if you have any concerns or queries regarding specific allergens

Food Left Over

It is not our policy to leave left over food as it is never the same the following day. If, however, you wish to keep the food you must ask the event manager in charge on the site. They will then transfer any left overs to your own dishes once the service staff have been fed.

Access

We require 'reasonable' access to the area of an event in order to deliver and collect our catering equipment. This will include use of lifts to upper floors, use of loading bays and vehicular access.

Cleaning Up

We always leave an event as neat and tidy as possible and we undertake to completely clean up any kitchen we use. This does not however, mean we will clean the function area. Unless otherwise arranged, rubbish will be neatly bagged up and left for your dustmen to collect.