

The Riverside

the perfect venue



Thank you for your enquiry regarding use of the Banqueting and Conference Suite.

Whatever your requirements, be it your Wedding, a Banquet, Dinner Dance, Dance, Reception, Celebration Party, Conference, Breakfast Meeting, Trade Show, Product Launch, Luncheon or just a social meeting, whether large or small, basic or elaborate, then we have the facility and ability to provide the appropriate atmosphere coupled with unsurpassed quality and service at extremely competitive tariffs.

Prior to your booking our Food and Beverage Manager will be delighted to discuss with you on a personal basis any special requirements, including those that may not have been featured in this brochure.

From then on you can sit back, relax and be confident you have placed yourselves in the capable hands of our experienced management and staff for your special occasion.

The people who will work closely with you to ensure your function meets all expectations are:-

Lee Morgan
Manager
Food & Beverage
Operations

Scott Norris
Assistant Manager
Food & Beverage
Operations

Nora Donohoe
Conference &
Banqueting
Co-ordinator

This brochure contains the Conditions of Hire, menus, food and beverage tariffs and additional services we can provide for you.

These are only examples Lee, Scott and Nora will work with you making the arrangements and tailoring your function to meet your individual requirements and budget.

This personal touch will, I believe, ensure you have both a successful and memorable experience at Vauxhall Recreation Club.

General Booking Information

Deposits

On confirmation of your booking a non-returnable deposit of £500.00 for Friday and Saturday bookings and £250.00 for Sunday to Thursday bookings will be required.

Planning of Function

We will meet with you on an ongoing basis to ensure every detail is planned to meet your requirements. We will hold a final meeting with you approximately six weeks prior to the date of your function when all details will be finalised.

Final Numbers and Payment

- a) We will require final numbers 14 days prior to your function and at this stage a pro-forma invoice will be issued requesting total payment within 14 days, i.e. 14 days prior to the function.
- b) The Club reserves the right to charge interest at the rate of 3% per month above the base rate of Lloyds Bank Plc on all overdue amounts

Tariffs

All tariffs reflected in this brochure are correct at the time of going to press. We reserve the right to vary charges without notice, 3 months notice will be given if possible.

Capacities

The design and flexibility of the Banqueting and Conference Suite will ensure the room is the correct size however many guests are attending up to a maximum of 240 with dance area, 320 without and up to 350 theatre style.

Additionally we have the Trophy Room which is ideal for the private luncheon or dinner party catering for 20 persons seated/40 persons buffet style.

Hire Charges:

Function Suite

Up to 50 Guests	-	£ 80.00
51-100 Guests	-	£110.00
101-150 Guests	-	£165.00
151-200 Guests	-	£220.00
201-250 Guests	-	£275.00
251-300 Guests	-	£330.00
301-350 Guests	-	£380.00
351-400 Guests	-	£440.00

Trophy or Acorn Room - **£70.00**

Cancellation

Should you unfortunately have to cancel your function your deposit will be forfeited. We would obviously try to re-book your date but if we are unable to do so we reserve the right to charge an additional fee, per the Conditions of Hire.

All cancellations must be made in writing.

Health and Safety

In order to conform to Health & Safety regulations, please ensure when booking bands, discos or artistes, that you receive confirmation, in writing, that all their electrical equipment has been P.A.T. tested. Please note that the use of smoke making machines are not allowed under any circumstances.

Children & Disabled Persons

Please inform us if young children or people with a disability will be among your guests. High chairs will be available for young ones if required and we will ensure the appropriate arrangements are in hand to help those persons with disabilities. Ramps, a lift and the appropriate cloakroom arrangements are features of the building.

Menu Selector No.1

Please choose one item from each of the following sections.
All menu prices are inclusive of Fresh Filter Coffee and After Dinner Mints

Appetisers

Tomato and Basil Soup finished with Fresh cream, served with Herb Croutons

Country Vegetable Soup finished with fresh cream, served with Herb Croutons

Minestrone Soup served with Parmesan

Other Soups available on request

Fresh Mushrooms and Onions, finished in a Cream Sauce,
served in a light pastry cup

Warm Cheese Tart served on a Seasonal Salad

Main Course

Roast Topside of Scottish Beef served with Yorkshire Pudding
& Horseradish Sauce

Roast Loin of English Pork served with Apple Sauce

Roast Supreme of Chicken served with Sage and Bacon Stuffing & Cocktail Sausages

Chicken Monte Cristo

(plump chicken breast filled with ham, spinach and cheese,
served with a Provencale Sauce)

All the above served with fresh Seasonable Vegetables and Potatoes

Desserts

White Chocolate & Raspberry Cheesecake complimented with a Fruit Coulis

Choice of Cheesecake served with Whipped Cream

Cointreau and Orange Gateau served with Fresh Cream

Citron Tart served with Whipped Cream and Fresh Lemon Garnish

Menu Selector No.2

Please choose one item from each of the following sections.
All menu prices are inclusive of Fresh Filter Coffee and After Dinner Mints

Appetisers

Cream of Wild Mushroom Soup served with Croutons

Onion Soup in the traditional French style

Other Soups available on request

Melon Fan served with a Fruit Coulis

North Atlantic Prawns with a Marie Rose Sauce served with a Salad Garnish & Granary
French Bread

Chef's Own Pate served on a Mixed Salad with Crusty French Bread

Small Individual Mediterranean Tartlet served with Tomato and Onion Salad

Main Course

Fresh Roast Turkey Breast with Baked Ham garnished with Cocktail Sausages & Stuffing
served with Cranberry Sauce

Roast Leg of Welsh Lamb served with Baby Minted Yorkshire Puddings and Mint Sauce

Chicken Breast with White Wine, Tarragon and Oyster Mushrooms in a Cream Sauce

Roast Sirloin of Scottish Beef served with Yorkshire Pudding and Horseradish Sauce

Scottish Salmon Fillet served with a Lemon Butter Sauce and Chopped Chives

All the above served with fresh Seasonable Vegetables and Potatoes

Desserts

Lemon Bavarois complimented with a Passion Fruit Coulis

Large Choux Bun filled with Chantilly Cream, dusted with Icing Sugar, served with Hot
Chocolate Fudge Sauce

Fresh Fruit Cocktail laced with Grand Marnier served with Fresh Cream

Fruilli di Bosco served with Fresh Cream
(layers of shortcrust pastry and sponge filled with cream
and topped with mixed red berries)

Menu Selector No.3

Please choose one item from each of the following sections.
All menu prices are inclusive of Fresh Filter Coffee and After Dinner Mints

Appetisers

Poached and Smoked Salmon Terrine served with a Salad Garnish,
Fresh Lemon and French Bread Basket

Light Pastry Tartlet filled with Aubergine, Tomato, Mushroom and Mozzarella

Blue Cheese Tart with Roast Fennel

Creamed Smoked Fish served with Leafy Green Salad and Country Bread

Main Course

Roast Breast of Guinea Fowl served with a Cider and Mustard Sauce

English Pork Fillet served with Honey Baked Apples and a Sauce flavoured with Calvados

Fillet of Lemon Sole filled with Prawns served with a White Wine, Dill and Butter Sauce

Roast Sirloin of Beef Bordelaise with Glazed Baby Onions

All the above served with fresh Seasonable Vegetables and Potatoes

Desserts

Chocolate Roulade filled with Raspberry Cream served on a light Chocolate Sauce

Rich Chocolate Mousse with Rum Truffle

Individual Summer Pudding served with Clotted Cream

Tarte Tatin served with Double Cream flavoured with Calvados

Citrus Lemon and Lime Bavarois decorated with a Cape Gooseberry

Menu Selector No.4

Please choose one item from each of the following sections.
All menu prices are inclusive of Fresh Filter Coffee and After Dinner Mints

Appetisers

Woodland Mushrooms cooked with Cream and Calvados served in a Light Pastry Shell

Pate Maison with Cumberland Sauce
(Fresh Chicken Liver Pate with Redcurrant and Port Sauce)

Galia Melon Fan with Orange Sorbet

Terrine of Smoked Fish Mousse served with an Avocado Sauce

Main Course

Roast Fillet of Welsh Lamb served with a Port, Redcurrant and Mint Sauce

Roast Fillet of Beef Dijonnaise

Escalope of Poached Salmon served with a delicate White Wine Sauce blended with softened butter and finely chopped chives

Poached Halibut served with a Sauce of Leek and Mushroom, Wine and Cream

All the above served with fresh Seasonable Vegetables and Potatoes

Desserts

Chocolate and Orange Kumquat Truffle garnished with Chocolate and Kumquat served with cream

Traditional Tiramisu with Amaretto Cream

Trio of Light Shortbread filled with Raspberry Cream served on a Fruit Coulis

Mango Souffle served in a Chocolate Cup with Chantilly Cream

Apricot and Brandy Mousse with Orange Sauce

Petit Fours

Menu Selector No.5

COLD CARVERY

(1)

North Atlantic Prawns served with a Marie Rose Sauce
Home Baked Honey and Orange Ham
Roast Pork Loin
Fresh Roast Turkey Breast served with Cranberry Sauce
Roast Topside of Scottish Beef served with Horseradish Sauce

Mixed Green Salad
Tomato & Red Onion Salad
Fresh Coleslaw Salad

Hot New Potatoes served with Parsley Butter

Selection of Breads on tables

Choice for Vegetarians available on request

Dessert

White Chocolate & Raspberry Cheesecake served with a Summerfruit Coulis

Fresh Filter Coffee

After Dinner Mints

COLD CARVERY

(2)

Menu as above but with Sirloin of Scottish Beef (instead of Topside)

Full English Breakfast

Your choice of:

Cereal
Grapefruit
* * *

Scrambled Eggs
Grilled Bacon
Grilled Sausage
Grilled Tomatoes
Grilled Mushrooms
Hash Browns
Baked Beans
* * *

Vegetarian choice on request
* * *

Toast and Preserve
* * *

Tea or Coffee
* * *

Continental Breakfast

Your Choice of:

Cereal
Fruit Juice
* * *

Meats, Cheeses, Rolls, Croissants, Preserves
* * *

Tea or Coffee
* * *

Finger Buffets

(1)

Assorted Sandwiches
Cocktail BBQ Chicken Drumettes
Individual Cheese Pizzas
Buffet Pork Pie
Cocktail Sausage Rolls
Spicy Wedges with Dips
Skewered Sausages coated in Honey
Skewered Sausages coated in BBQ Sauce
Cheese 'n' Grapes

(2)

Party Quiche Assortment
Thai Savoury Selection
Cocktail Sausage Rolls
Assorted Sandwiches
Cheese & Meat Topped Mini Pizzas
Cocktail BBQ Chicken Drumettes
Spicy Wedges with Dips
Cheese 'n' Grapes
Skewered Sausages coated in Honey
Skewered Sausages coated in BBQ Sauce
Crudités and Dips

(3)

Assorted Sandwiches
Vegetable Crudités and Dips
Selection of Cheese Cubes with Grapes
Various Topped Mini Pizzas
Cocktail BBQ Chicken Drumettes
Cocktail Sausage Rolls
Cocktail Vegetarian Pastry Selection
Spicy Wedges with Dips
Battered Onion Rings
Skewered Tempura Prawns
Thai Savoury Selection
Breaded Cocktail Chicken served on skewers
Skewered Sausages coated in Honey
Skewered Sausages coated in BBQ Sauce

Please note menu items may vary

(4)

Choose one of the following:-

Lasagne with Salad
Chilli Con Carne and Rice
Vegetable Curry and Rice
Beef Curry and Rice
Chicken Curry and Rice

(minimum 40 persons)

Themed Buffets (examples only)

Italian

Lasagne
or
Spaghetti with Fresh Tomato Sauce
or
Fettuccine Alfredo (Egg Noodles with Fresh Cream, Ham & Parmesan Cheese)
Pizza
Italian Salad with Mixed Olives and Virgin Oil
Italian Bread Basket

Indian

Vegetable Balti
or
Rogan Josh
or
Chicken Tikka Masala
Onion Bhajis – Poppadoms – Naan Bread – Basmati Rice

Other Themed Menus

Mexican
Traditional British

Hot Dishes served from Chaffing Dishes

A Choice of Desserts can be provided at a supplement

Vegetarian and Special Diets

We will be happy to provide vegetarian and other special dietary needs by prior arrangement with the Food and Beverage Manager

Wild Game in Season is available on request

Childrens Portions

There will be no charge for children up to the age of 3 years.
Children between 3 years and 11 years inclusive will be charged at a reduced rate.

Options

A Cheese Board may be added to any of the Menus suggested at an additional cost

(Effective Feb 2009)

TARIFF

Menu Selector No.1	-	£26.15
Menu Selector No.2	-	£29.30
Menu Selector No.3	-	£33.05
Menu Selector No.4	-	£36.80
Menu Selector No.5 (Cold Carvery 1)		£29.30
(Cold Carvery 2)		£33.05
English Breakfast	-	£14.35
Continental Breakfast	-	£13.05
Cheese Board Supplement	-	£3.20
Childrens' Meals	-	£16.00
Finger Buffet No.1	-	£12.00
Finger Buffet No.2	-	£13.35
Finger Buffet No.3	-	£14.35
Finger Buffet No.4 (Min.40	-	£14.85
Buffet Desserts Supplement	-	£2.40
Themed Buffets	-	£17.05

All prices inclusive of VAT

WINE LIST

White Wines

House White

Dry or Medium house selection

£10.50

Pinot Grigio Gargenega del Vento

An appealing crisp, dry Italian white~light and fresh on the palate.

£12.25

Neil Joubert Chenin Blanc

A distinctive, fruity, off-dry South African white with good balance and bouquet.

£11.75

Arena Negra Sauvignon Blanc

An attractive, off-dry style white wine with soft, rounded flavours on the palate.

£11.50

Sancerre

An elegant, medium-bodied fruity French wine with attractive flowery bouquet

£18.95

Willowglen Semillon Chardonnay

This Aussie wine exhibits lemony Semillon and light buttery notes with an abundance of citrus and melon flavours coupled with light spicy wood.

£12.75

Sparkling & Champagne

House Champagne

A classic dry Champagne

£22.95

Asti Martini

Popular Italian dry sparkling wine

£13.95

Pinot Grigio Rose Pasqua

This relatively rare wine has wonderful soft summer fruits and a fresh dry finish.

£12.35

Louis Perdrier Sparkling Rose

Light and refreshing, with good red fruits showing through, a great drink for that special occasion.

£13.85

Red Wines

House Red £10.85

Beaujolais Village Boisset £11.50

A fine example of this light fruity French wine- made for easy drinking.

Faustino Rivero Red Rioja £13.00

An elegant, medium bodied Rioja, with rich, mellow fruit and subtle oak aging.

Claret Baron Philippe Rothschild £11.50

A pleasantly dry, light to medium-bodied French wine with typical characteristics.

Chateau Neuf de Pape £19.99

A fine, classic, French wine from Rhone ~ dry and full bodied with a delicious warm spiciness.

Les Rendevous Merlot £11.50

A fine fruity French regional, smooth and dry with a soft finish.

Dalwood Shiraz £12.75

A rich and 'tasty' Australian red with gentle ageing and spicy fruit.

All prices inclusive of VAT

The Riverside Suite

Name (block capitals) _____

Address _____

Telephone: Daytime _____ Evening _____

Email _____

Date of Function _____ Type of Function _____

Type of Catering Req. (i.e. buffet/dinner) _____
(See Conditions of Hire, Item 10 - Catering (clause c))

Expected Time of Arrival at Vauxhall _____

No. of Daytime Guests _____ (min. no)

No. of Evening Guests _____ (min. no)

How did you hear about us? _____

How did you obtain our telephone number? (if applicable) _____

I, the undersigned, have read and agree to abide by the Terms and Conditions of Hire. (note conditions of hire items 4a & 4b below)

4. **Cancellation or postponements by Hirer**

- a) Individuals who fail to take up bookings previously confirmed are liable to loss of deposit and the additional undermentioned cancellation fee. N.B. It is advisable that appropriate insurance cover is obtained to cover this eventuality.

9 months notice	-	25% of estimated profit
6 months notice	-	50% of estimated profit
3 months notice	-	100% of estimated profit

- b) In case of postponements The Club shall be at liberty to levy an administrative charge of 10% to the estimated total cost of the booking.

The client shall inform the club in writing of the alternative date(s) of the booking, subject to availability, where upon all deposits paid shall be credited to the alternative date(s)

I enclose my non-returnable deposit of £250.00 / £500.00 herewith.

Signature: _____

Date: _____

Please return to Nora Donohoe, Conference & Banqueting Co-ordinator,
Vauxhall Recreation Club, 20 Gipsy Lane, Luton, Beds. LU1 3JH

**VAUXHALL RECREATION CLUB
BANQUETING & CONFERENCE SUITE
CONDITIONS OF HIRE**

1. Interpretation

- a) "The Club" means Vauxhall Recreation Club
- b) "The Manager" means the General Manager for the time being of the Club and includes any member/officer of the Club authorised to perform any particular duty.

2. Venue

In all correspondence refer to the venue as Vauxhall Recreation Club.

3. Bookings

Bookings, whether made by members, non-members or Clubs, must be made in writing on the accompanying booking form.

4. Cancellation or postponements by Hirer

- a) Individuals who fail to take up bookings previously confirmed are liable to loss of deposit and the additional undermentioned cancellation fee. N.B. It is advisable that appropriate insurance cover is obtained to cover this eventuality.

9 months notice -	25% of estimated profit
6 months notice -	50% of estimated profit
3 months notice -	100% of estimated profit

- b) In case of postponements The Club shall be at liberty to levy an administrative charge of 10% the estimated total cost of the booking.

The client shall inform the club in writing of the alternative date(s) of the booking, subject to availability, where upon all deposits paid shall be credited to the alternative date(s)

5. **Cancellation by the Club**

- a) The Club reserves the right to close all or part of the building, or prohibit the use of the facilities, in circumstances in which it reasonably believes that the booking is likely to result in a breach of these Conditions of Hire (or will otherwise cause inconvenience to other users of the Club). Any amounts paid in respect of a booking cancelled in respect of or in accordance with this condition will be refunded but the Club will be liable, at its discretion for any extra expenditure incurred or loss sustained.

- b) In the event of the Club being required for any purpose connected with a National or Local emergency (including any National Election, Referendum or other purpose of a similar nature) on any day on which the Club is hired, the Club reserves the right to cancel the hiring upon refunding to the Hirer all hiring fees in respect of the day or days for which the hiring shall be cancelled by the Club for such purpose.

Where the Club has reasonably decided that the Club is required for any of the purposes referred to in 5 (b) the Hirer shall not be entitled to any compensation in respect of a cancellation for such a purpose.

- c) If any circumstances over which the Club has no control render the Club not available for the Hirer on any day of the hiring or any part of such day the Hirer shall not be entitled to any compensation as a result.

6. **Admission**

The Club reserves the right through its Manager to refuse admission to or remove from the Club any person without stating any reason therefore.

7. **Charges**

Charges for the use of facilities shall be as laid down by the Club and the Club reserves the right to vary such charges without notice, normally 3 months notice will be given, if possible. In the event that the Hirer does not agree the increase then the Hirer may within 7 days of receipt of notice of increase cancel, in writing, their booking and the Club shall refund any deposit paid.

8. **Indemnity**

The Hirer shall indemnify the Club from, and against, any claim for damages, costs and expenses which may be made against the Club in respect of any death, personal injury or loss of, or damage to, property sustained by any person occurring during, or in consequence of the hiring other than as a result of the case of death or personal injury of an act or omission of the Club.

9. **Damage**

We are providing and wish to maintain for our guests and visitors comfort, high standards of furnishings and decoration, therefore the Hirer agrees to pay the Club, on demand, the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

10. **Catering**

a) The Club reserves to itself and or its nominee the right of sale of all refreshments, alcohol, liquor, cigars, cigarettes and tobacco. Catering services can be booked when making application for the use of facilities. No refreshments of any description may be brought into the Club by a hirer for consumption or resale.

b) Buffets will be provided in order to cater for a minimum of 80% of guests attending after a daytime function. If it is an evening function only then catering for 100% of guest numbers will be required. Should the total numbers ultimately exceed those estimated/agreed with our Food and Beverage Manager then the Club reserves the right to levy additional charges based on the actual numbers attending.

c) It is expected that at peak times, i.e. Friday evenings and Saturdays, catering will be required. For "all day" functions, i.e. wedding receptions, a "sit down" dinner during the day time and a finger buffet for the evening guests. Is a requirement. If this is not the case the Club reserves the right to refuse the booking.

d) On Peak times we have a requirement for a minimum number of 60 adults for the day time function and 120 adults for evening events. If this is not the case the club reserves the right to refuse the booking

Should the numbers fall below the minimum requirements a supplementary charge will be made. This charge will be calculated once your final numbers and menu choices have been received.

11. **Regulations**

Hirers who are Club members will be bound by the Rules and Regulations of the Club, copies of which will have been made available to them at the time of our subsequent to their joining the Club. If required, further copies of the Rules and Regulations may be obtained on application to the Manager.

12. **Rights not transferable**

The right to use facilities or equipment is not transferable.

13. **Sweepstakes**

No sweepstake, raffle or other form of lottery shall be promoted, conducted or held at the Club, except such lotteries as are deemed to be not unlawful by virtue of any enactment relating to Gaming, Betting and Lotteries and are held with the prior written consent of the Manager.

14. **Licensing Laws**

No person under eighteen years of age shall be entitled to be in the Club, except to participate in an activity, unless accompanied by a person over the age of eighteen years. Proof of age may be required. The Licensing Laws pertaining to persons under eighteen years of age and Private Members clubs will be strictly enforced.

15. **Deliveries**

The customer shall not arrange for the delivery of any goods or materials to Vauxhall Recreation Club unless by prior arrangement with the Management. The Club cannot be held responsible for payment or security of customer deliveries/own property.

16. **General**

In the event of any dispute arising in connection with these Conditions of Hire, then the dispute shall first be referred by either party in writing to the Club Management Committee, who shall adjudicate such dispute in good faith and notify the parties of their decision in writing within 90 days of the date of the referral. Such referral shall be without prejudice to any right to take legal action after receipt of the written decision by the Club Management Committee.