



## Function Pack 2010

Thank you for your enquiry about the function facilities available at the Littledown Centre.

Whatever your occasion, we can provide a range of delicious food, competitively priced drinks and friendly staff to compliment your event.

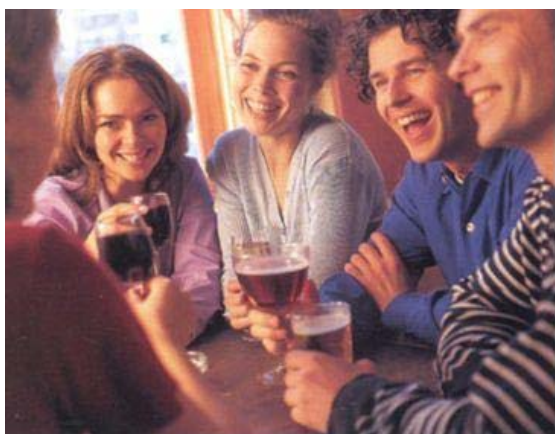
In the bar area, we can cater for up to 150 people with a dance floor. We also have a large outside patio area with views of the Littledown grounds and parkland.

Please find enclosed details on the following for your consideration:

- Morning and afternoon refreshments
- A delicious buffet menu for hot and cold light bites
- A tasty fork menu for larger hot and cold platters can be available on request
- A range of hot and cold drinks including wine and champagne
- A booking form and a copy of our terms of business

Should you wish to discuss your event or would like to organise a free tour of our facilities, then please contact the Food and Beverage Duty Manager on telephone number (01202) 436818 who will be delighted to discuss your function requirements further.

The Littledown Centre operates a "No Smoking" policy within the building, however a smoking zone is available on our Terrace.



**Address:**  
Littledown Centre, Chaseside,  
Bournemouth BH7 7DX

**Telephone:**  
01202 417600

**Email:**  
[functionbooking.enquiry@bournemouth.gov.uk](mailto:functionbooking.enquiry@bournemouth.gov.uk)

**Website:**  
[www.littledowncentre.co.uk](http://www.littledowncentre.co.uk)



## **BUFFET MENUS** (Minimum numbers 60, maximum 150 for Saturday / Sunday night functions)

We offer menu flexibility so if you would like to tailor these menus to your event by adding or replacing certain items; please discuss your requirements with the Food & Beverage Duty Manager.

Choose any:    Three items for £5.75 per person  
                      Five items for £6.95 per person  
                      Seven items for £8.95 per person

Add extra items for just £1.95 per item per person

- Assorted Filled Sandwiches
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- Selection of Savoury Snacks (Crisps, Nuts and Tortilla chips)
- Sausage Rolls
- Duck Spring Rolls and Plum Sauce\*
- Mini Vegetable Spring Rolls with a Sweet Chilli Sauce\* (V)
- Breaded Chicken Goujons\*
- Brie & Broccoli Puffs (V)
- West Country Crab Cakes with Tartar Dip\*
- Honey Glazed Chunky Sausages with a Mustard Mayo Dip
- Mini Vegetarian Samosas\* (V)
- Spicy Potato Wedges and a selection of dips\* (V)
- Dressed King Prawns
- Mini Danish and Sugared doughnuts selection
- Selection of Seasonal Fruits
- Italian Antipasti Selection (Cured Meats & Olives)
- Mixed Leaf Salad
- Tomato & Mozzarella Salad
- Potato & Chive Salad
- Cheese Board (a selection of 3 cheeses & biscuits)



In addition a selection of dips and dressing where appropriate will be served

**A delicious sweet selection is also available upon request**

\* Served Hot

## ADDITIONAL SELECTIONS (inclusive of VAT)

Tea or Coffee	£1.50 per person
Biscuits Assortment	£0.60p per person
Muffin Basket	£1.60 per person
Mini Danishes Variety of freshly baked Danish pastries	£1.50 per person
Morning Coffee Platter (Tea, Coffee, Orange Juice, Mini Danish & Biscuits)	£4.50 per person
Afternoon Tea Platter (Tea & Coffee, Sandwiches, Mini Danish, Mineral Water)	£5.50 per person
Mineral Water 380ml	£1.40 per bottle
Orange Juice served in a litre jug	£9.00 per jug
Squash served in a litre jug	£5.00 per jug
Wine	As per wine list
Moet & Chandon Champagne	£37.00 per bottle
Veuve Cliquot Champagne	£41.00 per bottle
Corkage	£4.50 per bottle



## BBQ Menus

(Available during July & August on request)

Steak Sandwich	£4.95 per person
Jumbo Sausage Baguette	£3.95 per person
Cheeseburger/Veggie Burger	£3.95 per person
All served with Salads & Sauces	



# CONTRACT OF TERMS & CONDITIONS

1. All bookings will be regarded as provisional until a non refundable £100.00 deposit has been received by the catering department.
2. The Littledown Centre reserves the right to release the reservation after 2 weeks from provisional booking if a deposit has not been received.
3. CANCELLATIONS - In the event of a function being cancelled, the following cancellation charges will apply

<i>Cancellation received with 4-8 weeks notice</i>	<i>25%</i>
<i>Cancellation received with 2-3 weeks notice</i>	<i>50%</i>
<i>Cancellation received with 7-13 days notice</i>	<i>75%</i>
<i>Cancellation received with 7 days notice</i>	<i>100%</i>

Every effort will be made to re-sell the cancelled facilities in order to reduce or eliminate the cancellation charge.

4. Deposits are non-refundable.
5. Final numbers for any function involving the preparation and service of food must be confirmed 7 days before the start of the actual function and will be charged as a minimum.
6. Customers will be liable for the cost of repairs carried out as a result of any damage caused to any part of the Littledown Centre premises or equipment, by the negligence, Wilful Act of Default or any persons attending a function.
7. Please note party poppers, confetti and similar coloured paper novelty products are not permitted.
8. All prices quoted are inclusive of VAT and are guaranteed for 90 days from the date of confirmation.
9. Children are allowed in the bar if accompanied by an adult. Please note identification maybe required as proof of age. (The Littledown Centre only accepts passports and photograph driving licence - not Prove-It cards).
10. If no food is required, then there will be a room hire charge of £250

# BOOKING CONFIRMATION FORM

Please fill in the details below and return this form to the Catering Department, Littledown Centre, Chaseside, Bournemouth BH7 7DX, together with a deposit if applicable, as confirmation of your function booking. Please make cheques payable to Littledown Centre.

We recommend that you keep a copy of this form for your reference.

TYPE OF EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANISER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TEL. NO: \_\_\_\_\_

HOW DID YOU HEAR ABOUT OUR VENUE: \_\_\_\_\_

TIME OF ARRIVAL: \_\_\_\_\_pm TIME OF FOOD SERVICE: \_\_\_\_\_pm

NUMBERS: \_\_\_\_\_

D.J (NAME AND TIME BOOKED IF REQUIRED): \_\_\_\_\_

MENU REQUIRED: \_\_\_\_\_

COST PER PERSON: £ \_\_\_\_\_

CASH BAR OR A/C: \_\_\_\_\_

DO YOU REQUIRE THE BAR UNTIL 12.00am? Yes /No


DEPOSIT ENCLOSED: £ \_\_\_\_\_ FINAL AMOUNT TO BE PAID (DATE): \_\_\_\_\_

ANY OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_

PLEASE ACCEPT THIS FORM AS CONFIRMATION OF MY BOOKING AS PER THE DATE MENTIONED AT THE BEGINNING OF THIS FORM. I HAVE READ AND UNDERSTOOD THE LITTEDOWN CENTRE CONTRACT OF TERMS AND CONDITIONS.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

 <p><b>Data Protection Legislation</b></p> <p>The Personal information, which you provide will be used for the purpose of administration. The information will be held in compliance with the Data Protection Act 1998. For further information about how we take care of and use your information please ask for a copy of the Council's Leaflet "Access to your personal information".</p>
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