



Function Pack 2012

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 & 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@bhlive.co.uk

Website: 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 £5.95 per person
 Five items for £7.75 per person
 Seven items for £9.25 per person

- Assorted Filled Sandwiches
- Selection of Savoury Snacks (Gourmet Crisps, Tortilla chips & Dips)
- Sausage Rolls
- Mini Vegetable Spring Rolls with a Sweet Chilli Sauce* (V)
- Spicy BBQ Chicken Wings*
- Demi Baguette Pizza Slices
- Coronation Chicken Tartlets
- 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)
- Scones and Sugared doughnuts selection
- Selection of Seasonal Fruits
- Italian Antipasti Selection (Cured Meats & Olives)
- Selection of Salads (Mixed Leaf & Tomato Pesto Pasta)
- Basket of Crusty Bread Rolls
- Cheese Board (a selection of 3 cheeses & biscuits).
Served with grapes & chutney



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

A delicious sweet selection is available upon request

* Served Hot



ADDITIONAL SELECTIONS (inclusive of VAT)

Tea or Coffee	£1.60 per person
Biscuits Assortment	£0.75p per person
Muffin Basket	£1.75 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	£1.50 per bottle
Orange Juice served in a litre jug	£7.95 per jug
Squash served in a litre jug	£5.00 per jug
Wine	As per wine list
Moet & Chandon Champagne	£39.00 per bottle
Veuve Cliquot Champagne	£43.00 per bottle
Corkage	£6.00 per bottle



BBQ Menus (Available during July & August on request)

All served with Salads & Sauces

Steak Sandwich	£6.50 per person
Jumbo Sausage Baguette	£6.00 per person
Cheeseburger/Veggie Burger	£6.00 per person





CONTRACT OF TERMS & CONDITIONS

1. All bookings will be regarded as provisional until a non refundable £150.00 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
11. Littledown Centre Car Park Gates will be locked in the evenings 30 minutes after the function bar closes. If you / your guests leave a vehicle in the car park and need to remove it after the gates have been locked, you will need to call First Stop Security on 07912 271884 and there will be a release fee of £20 (Cash only - payable to First Stop Security)



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: £ _____

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 LITLEDOWN CENTRE CONTRACT OF TERMS AND CONDITIONS.

SIGNED: _____ DATE: _____



Data Protection Legislation

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