

Canapé & Drinks Packages

'Ada Byron'

**Pimms No 1 Cup or Winter Pimms, fresh orange juice & mineral waters with a choice of 2 canapés.
£18.50 per person**

'Tommy Sopwith'

**Bucks Fizz, fresh orange juice & mineral waters with a choice of 2 canapés
£19.50 per person**

'Charles Barry'

**Sparkling wine, fresh orange juice & mineral waters and a choice of 3 canapés
£23.50 per person**

'William King'

**Rose sparkling wine, fresh orange juice & mineral waters and a choice of 3 canapés
£25.00 per person**

'Lord Lovelace'

**Champagne, fresh orange juice & mineral waters with a choice of 3 canapés
£27.50 per person**

2 Alcoholic & 1 non alcoholic drink per person included in all the packages

Canapés

**Tiger Prawns with grapefruit ceviche spoons
Marinated Lemon Chicken with basil pesto
Chickpea Soup chilled with avocado salsa
Artichokes with marinated peppers
Asian Crab Croustade
Prosciutto with grilled figs
Ginger Hoisin Chicken
Mini Salmon and Grain Mustard Cakes with tartare sauce
Vegetable Spring Rolls
Sweet & Sour Prawn Balls
Lamb Kofte scented with cumin, coriander & yoghurt dip
Marinated Salmon with cucumber sushi
Warm Vine Tomato stuffed with confit fennel and pine nuts
Anchovies and wok fried onions
Lobster & Mango Skewers with sweet chilli jam
Pork and Pineapple Satay with a dip**

Sweet Canapés

**Chocolate Jelly Cups
Caramelized Lemon Tart
Cheesecake Mousse with a rum and raisin compote**

Wedding Breakfast Menus

To Start

Roasted Goats Cheese with apple chutney and beetroot discs
Potted Crab & Avocado, shrimp & prawn oil dressing
Smoked Salmon Tartare, sesame crisp and lime confit
Plum Tomato Tian, pickled baby vegetables and tomato oil
Panache of Seafood with spinach puff pastry and saffron
Rilletto of Duck, port, crème fraiche, sweet grain mustard vinaigrette
Pressed Ham Hock Terrine, wrapped in smoked bacon & stewed grapes
Poached Salmon, asparagus and salad, lemon dill butter

Soups

Roasted Vine Tomato Soup, chive and black pepper cream
Butternut Squash Soup with roasted pumpkin seeds
Potato & Roast Garlic Soup with rosemary croutons
Baby Leek & New Potato Soup

Soup can be selected as your choice of starter, or alternatively, as an additional course for which a supplement would apply.

Main Courses

Guinea Fowl, wild mushroom & tarragon sausage, herb jus
Welsh One Rib Lamb Rack, braised baby leeks, fondant potato
Old Roast Striploin of Beef
Chicken Supreme, Colcannon potato, pea puree and chicken & vegetable spring roll
Rolled Lemon Sole, dill noodles, braised baby fennel, caviar sauce
Baked Devon Salmon Trout, white bean & vegetable stew
Bass Fillet, crushed potatoes, caramelized red cabbage, shallot sauce
Fillet of Salmon, crab and spring onion risotto, tomato lobster coulis

Vegetarian Options

Open Confit Fennel and Pine Nut Ravioli, tomato pesto & basil oil
Layered tian of Roasted Red Peppers and Leeks, honey glazed beetroot
A Potato & Wild Mushroom Terrine, vegetable strudel

To Finish

Glazed Lemon Tart, chocolate tuille and chocolate sorbet
Treacle Tart, vanilla ice cream
White Chocolate Brandy Mousse with seasonal berry compote
Pineapple Carpaccio with black pepper and Tia Maria sauce
Poached Pear & Almond Tart
Chocolate Truffle Cake, white & dark chocolate ganache
Vanilla Brulee

£59.50 per person

Additional Courses are available at a supplement, including sorbet and cheese & biscuits

These are samples of our menu selection.

Our menus are subject to change due to seasonal availability

If you require a bespoke menu this can be created to cater for all requirements and budgets.

A selection of wines that we recommend from our extensive Wine List

Il Banchetto Bianco, (2008/09) Italy - £17.45
Easy – drinking with plenty of pear , citrus and apple fruit.

St. Hallet Semillon/Sauvignon (2008/09) Australia - £21.50
A basket full of fruit ripe gooseberry, lime, mango and peach.

Saam Mountain Cabernet Sauvignon - £19.50
Intense fruit palate, juicy tannins and long finish

La Croix Merlot Carigan (2007/08) - £18.50
Light red colour with plums and soft vanilla flavours.

Champagnes & Sparkling Wine

De Nauroy Brut (NV) France - £36.50
Hints of Apple & Blossom, delicate fizz and a crisp finish

Mercier Brut (NV) France -£42.50
Elegant Bubbles with a citrus and touch of spice

Graham Beck Brut Rose (2007/08) South Africa - £29.50
Ripe Strawberries on the nose and a dry mousse

Jeio Prosecco Valdobbiadene Brut (NV) Italy - £22.50
A peachy fizz with clean purity and a rounded finish.

Evening reception buffets

'The Continental'

A selection of cooked and cured meats, smoked fish, terrines, marinated olives, roasted marinated vegetables, selected cheeses & freshly prepared breads baked in house
£16.95 per person

'Late Supper'

Cumberland sausage ring, sweet cure bacon, hash browns, French toast, served with crusty rolls and sliced plum tomatoes.
£13.50 per person

'The Finger Buffet'

Brochette of lime marinated chicken with mango
Plaice goujons with lemon & tarragon mayonnaise
Breaded mushrooms with garlic mayonnaise
Mini baked potatoes with bacon & spring onion
Herb roasted mini pizza with mushrooms & gruyere
Toasted mini bagels with smoked salmon & crème fraiche
Lamb kofte with coriander
Dark chocolate brownies
£17.95 per person

'The Cheese & Fruit'

A selection of fine British and Continental cheeses with Breads and crackers, accompanied by a hamper of seasonal fruits
£12.55 per person

'The Combination'

A selection of fine British & Continental cheese with breads
To complete the buffet choose six of the following options:

Mini Open BLT's
Cod & pancetta fishcakes
Veggie samosas with minted yoghurt
Sausage Rolls
Roasted vegetable & olive pizza
Sea salt & rosemary baby potatoes with sour cream and chives
Nachos with tomato salsa
Marinated olives
Mini pork pies
'Hot & Sticky' chicken drumsticks
Crispy filo prawns with sweet chili dipping sauce
Beef teriyaki skewers

£19.95 per person

'The Pork Roast'

Roast loin of pork served with apple sauce, crusty rolls and salad.
£12.50 per person

Alternative options can be created to cater to individual preference and budgets

Tariffs

Exclusive Use of Horsley Towers

Fridays & Saturdays

April – September & December £5000

All Other Times £3500

Fridays only available at certain times of year

Sundays*

April – September & December £3500

All Other Times £2500

This gives you exclusive use of Horsley towers from 12noon till 7 am the following day. Access may be available earlier on the wedding day, subject to availability. The Towers are on an exclusive use only basis for all weddings.

***Bank Holiday Sundays are priced as a Saturday.**

All of the following are included in the charge:

- A bridal suite for the bride & groom on the evening of the wedding, including a bottle of champagne and breakfast in bed if required**
- A professional Toastmaster who is a member of the London Guild of Toastmasters if you require his service.**
- A complimentary wedding menu tasting for the bride & groom. This is based on 1 starter, 1 main & 1 dessert option only. Extra guests are charged at £30 per person to a maximum of 4 guests. The same amount of options still applies.**
 - White table linen and napkins, plus the use of our wedding cake stand and ceremonial knife**
 - Chair Covers and coloured sashes to match your colour scheme**
 - The services of our wedding coordinator throughout the planning stages**

Food & Drink

Our canapés packages start at £18.50 per person

A Three course meal and coffee from our selection of wedding menus is from £59.50 per person excluding wine

Children (2-12 years) are catered for at half of the Adult Wedding Breakfast price. Infants under 2 are complimentary

Wine, champagne & mineral water are an additional cost and should be selected from our wine list.

Our evening buffet starts from £12.50 per person

Please note that we require a minimum number of 80 adult guests in the wedding party and in the evening a minimum of 75% of your total guests must be catered for with an evening buffet, however there is no commitment required for accommodation.

Accommodation rates

Towers Bedrooms

Double £100.00

Single £90.00

Double (2 night total) £180.00

Single (2 night total) £170.00

Management Centre Bedrooms

Double £80.00

Single £70.00

Double (2 night total) £150.00

Single (2 night total) £130.00

All rates include Full English Breakfast & VAT at the current rate.

Terms & Conditions

Deposit

A non-refundable deposit of £1000.00 is payable to secure the booking. The deposit is held as security against any costs of dilapidation arising from the event.

Invoicing and Payment

A pre-payment invoice will be sent out 60 days before the event date.

50% of the anticipated charges will be due for payment at this time with the remaining 50% becoming due one month before the event. Cheques are to be made payable to Verve Venues Ltd. Credit Card facilities are available but commission will be charged @ 2% for this service. 50 % Payment must be cleared 60 days prior to your wedding date. Final payment must be cleared 1 month prior to the wedding; failure to clear the balance will result in the wedding being cancelled.

Final Confirmation of Guests

Final numbers & details are required no later than 1 month before the event and should not be less than the minimum number agreed at the time of booking if no penalty is to be incurred. The amount payable by the customer shall be calculated on this final number or on the numbers attending the function, whichever is the greater. Once the final payment is made 1 month prior no refunds are applicable if numbers or requirements change.

Cancellations or amendments

In the event of a cancellation, the venue must be notified in writing.

The company, De Vere Venues, will retain the deposit.

If the date cannot be resold the client will be liable to a cancellation fee chargeable up to a maximum of 100% of the total estimated account. For your peace of mind may we suggest that appropriate insurance should be purchased by contracting parties.

Period of Notice Cancellation Fee
More than Six Months - Deposit Only
Between 4 and 6 Months - 30%
Between 2 and 4 Months - 50%
Between 1 and 2 Months - 75%
Less than one Month - 100%

Registrar

Please note that it is the responsibility of the Bride and Groom to arrange and confirm the registrar for the day. You will need to contact the Guildford Registry Office on 08456 009009

Food & Beverage Services

The venue reserves the right to withdraw bar services at their discretion. Any buffet food will be removed after 2 hours.

Facilities

The full facilities available to the function will be agreed at the time of booking.

Guest/Minimum Numbers

At the time of booking anticipated numbers attending must be conveyed to the venue. A minimum number of 80 adult guests apply for this event.

Damage

The client is responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the client or their guests, employees or representatives, acts, omissions or default will result in a charge to remedy such damage.

We reserve the right to escort any guests from the premises that, in the opinion of the management, are causing excessive disruption or damage.

Health & Safety

The client is responsible for ensuring all External Contractors e.g. Disco/bands are fully insured and can show proof of all health and safety documentation required by the management of the venue. When providing your own entertainment, please ensure that all equipment is P.A.T (Portable Appliance Testing) tested. The venue does not permit food or beverage refreshments of any nature to be provided by any other party than De Vere Venues.

Where possible, the venue will assist in the storage of equipment. De Vere Venues is not responsible for food or items e.g. cake, presents, etc brought onto the premises or storage of same.

The venue reserves the right to withdraw any menu item or wines listed and offer an alternative choice.

Accommodation

En suite accommodation in Horsley Towers is available on a Bed & Breakfast basis, per room: Twin and Double Rooms £95.00 and Single room £85.00. A limited number of family rooms and suites are also available. Check in time for your guests is from 2pm. Accommodation is available in Horsley Management centre for £85.00 per double & £75.00 for a single.

General

All rates quoted in this document include VAT @ the current rate and apply to events held between January and December 2010 & 2011.

Dance Floor

If dancing or entertaining is required for large numbers (over 120) additional areas of dance floor can be provided for a charge of £200.00.

Exclusive Use

Exclusive use is from 12noon until 7am.

This does not include any bedrooms that are booked and usual check in times still apply unless otherwise confirmed.