

The Mill Arts & Events Centre

The Greeting

Buffet Menus



The Greeting

Upon your arrival at the venue, you may like to offer your guests a refreshment from the bar or a welcoming drink...

To add an elegant touch to the greeting perhaps...

A selection of handmade canapés	£1.95 per person
A selection of hot and cold canapés	£2.95 per person

For those with a sweet tooth

Strawberries dipped in chocolate	£2.95 per person
Strawberries & raspberries dipped in dark & white chocolate	£3.25 per person

Buffet Menus

We offer a selection of buffet menus to suit every occasion which range from simple finger items through to elaborate fork buffets. We are always happy to cater to your specific needs or tailor our menus to suit your tastes.

Finger Menu A

Assorted sandwiches
Bouchee of Prawn in Marie Rose & Egg Mayonnaise and Cucumber
Sausage and sage puff pastry rolls
Vegetable Spring Rolls with Sweet Chilli Dip
Cocktail mozzarella and sun dried tomatoes
Crisps and nuts

£6.90 per person

Finger Menu B

Assorted sandwiches
Bouchee of Prawn in Marie Rose , Egg Mayonnaise and Cucumber
& Coronation Chicken
Quiche Lorraine
Devilleed chicken drumsticks
Spiced vegetable somosas
Cocktail sausage and onion
Cocktail mozzarella and sun dried tomatoes
Crisps and nuts

£7.95 per person

Finger Menu C

Platter of finger sandwiches
Bouchee of Minted Lamb, Smoked Mackerel & Horseradish &
Egg Mayonnaise and Cucumber
Herbed Chicken Drumsticks
Sausage and sage puff pastry rolls
Stilton and broccoli quiche
Mini Sausage Toads
Ploughman's Platter of Cheddar, Pork Pie, Scotch egg, Rustic Bread,
Pickles and Garnish
Crisps & Assorted Savoury Snacks

£8.95 per person



Finger Menu D

Platter of Finger Sandwiches
Bouchees of Coronation Chicken, Piri Piri Prawn, Houmous & Olive
Breaded Chicken Goujon with Sweet Chilli Dipping Sauce
Crudités, Tortilla Chips and Pita Bread with Dips
Spicy Mini Indian Selection with Mango Chutney Dip
Thai Green Chicken Curry and Coriander Wraps
Moroccan Couscous Wraps
Smoked Salmon and Cream Cheese Mini Blinis
Crisps & Assorted Savoury Snacks

£8.95 per person

The above buffets served with our:

Classic Selection of sandwiches, consisting of, Roast Beef, Turkey, Prawn in Marie Rose Sauce, Tuna Mayonnaise, Cheddar Cheese and Egg Mayonnaise served on thick white and wholemeal bread.

For a supplement of **£1.25 per person** you can enjoy our:

Premier Selection which is served on thick rustic bloomer bread and consists of Gammon and Coleslaw, Rare Beef, Horseradish Cream and Tomato, Smoked Salmon with Cream Cheese and Black Pepper, Seafood Cocktail with Mixed Salad Leaves, Houmous, Peppers and Onion and Five Counties Cheeses and Salad.

Or our:

Continental Selection consisting of baguettes of Rare Beef, Horseradish Cream and Rocket, Croissants with Smoked Ham and Mature Cheddar, Bagels with Smoked Salmon, Cream Cheese and Black Pepper and Rustic Italian Bread with Buffalo Mozzarella, Tomato, Pesto and Basil leaves.

Finger Menu E

Danish open sandwiches
Lemon, Ginger and Honey Chicken Drumsticks
Roasted Vegetable quiche
Crudités, Tortilla Chips, Pita Bread with dips
Duck Spring Rolls with Hoi Sin Dip
Wraps of Chicken Caesar Salad
Wraps of Greek Feta Salad
Smoked Salmon and Cream Cheese Mini Blinis
Nuts and assorted savoury snacks

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A selection of sweet assorted finger cakes

£9.95 per person



Vegetarian Buffet

Mexican bean tortilla wraps
Wild mushroom and Roquefort quiche
Italian cheese and red pesto tarts
Vegetarian finger sandwiches
Savoury vegetable pastries
Crudites with dips
Spiced vegetable samosas
Cocktail mozzarella and sun dried tomato
Feta, red onion and pepper brochettes
Crisps and nuts

£8.95 per person

Following is a **Mixed Buffet** offering a mixture of both fork and finger items for those who wish to offer greater variety to their guests without the formality of a full knife and fork buffet:

Finger Menu F

Open Petit Pain Selection
Wraps of Chicken Salsa
Wraps of Moroccan Couscous
Goujons of Chicken Tikka
Dim Sum Selection with Sweet Chilli Dip
Salmon and Broccoli quiche
Italian Cheese, Basil and Red Pesto Tarts
Potato Salad
Coleslaw
Italian Pasta Salad

£11.75 per person

A mini finger dessert selection consisting of items such as, Mini Banoffee Pies, Mini Strawberry Shortcakes, Mini Fruit Meringues and Mini Cheesecake Bites is available from **£2.95 per person**.

A selection of Gateaux and Sherry Trifle can be served from the buffet table with pouring cream from **£2.95 per person**, or choose from the dessert section of the menu.



Centrepieces

An elegant centrepiece can add interest to your buffet table:

Fruit display
£45

A cheese board
£55

A Tower of Profiterole
£150

Luxurious seafood platter
£75

A whole dressed salmon
£75

Additional seafood items are available on request.

Fork buffets

As an alternative to a formal dinner you may chose to have a buffet served to your guests from the buffet table. This style of service still offers an elegant menu, however gives greater choice to your guests.

Your guests are invited, a table at a time, to the buffet table. However, if you choose to have a starter or a dessert this can be served to your guests at their table.

Fork Menu 1

Carved beef
Fresh carved turkey
Carved honey glazed gammon
Smoked salmon and asparagus quiche
Hot herbed new potatoes
Mixed fresh salad
Waldorf salad
Coleslaw
Tomato and onion salad
French bread and butter

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Tea and Coffee

£17.95 per person

Fork Menu 2

Carved roasted beef
Fresh carved turkey
Poached decorated salmon darnes
Stilton and broccoli quiche
Hot herbed new potatoes
Pasta and seared tuna salad
Salad nicoise
Wild rice salad
Mixed leaf salad
Coleslaw
French bread and butter

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Selection of homemade gateaux
and sherry trifle

£19.75 per person



Drinks Packages

Silver Package

On arrival:

A glass of sparkling Bucks Fizz or

A glass of refreshing non-alcoholic fruit punch

With your meal:

Two glasses of House Red, White or Rose Wine

For your Toast:

A glass of Chilled Sparkling Wine

£9.95 per person

Gold Package

On arrival:

A glass of cooling Pimms, or

A glass of refreshing non-alcoholic Punch

With your meal:

Two glasses of House Red, White or Rose Wine

For your Toast:

A glass of Chilled Champagne

£12.95 per person

Platinum Package

On arrival

A glass of chilled Duval-Leroy Champagne or

A glass of cooling Pimms

With your meal

Two glasses of House Red, White or Rose Wine

For your Toast

A glass of chilled Duval-Leroy Champagne

£15.95 per person

Children's Package

Non-alcoholic drinks reception with unlimited soft drinks throughout the meal
(Excluding Bottled products)

£4.95 per child



Reception Drink Packages

Package A

On arrival your guests can choose from
A glass of House Red or White Wine or
A glass of refreshing fruit punch

£2.50 per person

Package B

On arrival your guests can choose from
A glass of Chilled, Sparkling Cava or
A glass of refreshing fruit punch

£2.95 per person

Package C

On arrival your guests can choose from
A glass of cooling Pimms or
A glass of refreshing fruit punch

£3.50 per person

Corkage

All non sparkling wines £6.50

Sparkling wines (not Champagne) £6.50

Champagnes £6.50

Sundries

Jugs of Juice £5.50

Pot of Tea £9.50

Pot of Coffee £9.50





Purchase Order No

Name/ Organisation

Address

.....

.....

Tel (Home): (Mobile):

Venue: Hall/ Room:

Date of Event: Hours of Event:

Type of Event: Expected Attendance:

Is Catering Required?..... Menu No:
(No external catering to be brought into the building unless cleared with management on booking)

Are Bar Facilities Required? Bar Hours:

Additional Requirements:

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Where did you hear about us:

I have read the Terms and Conditions of Hire and I am in agreement to pay the charge quoted to me (the hirer)

Signature: Title: Date:

Full Name (BLOCK CAPITALS):

A deposit must accompany this application, and all deposits are non refundable. Please refer to the enclosed conditions of hire for the appropriate deposit required. Any dates booked can not be changed once a deposit has been paid. All cheques made payable to Holmes Place Management Ltd and sent to,
The Mill Arts & Events Centre, Bellingham Lane, Rayleigh, Essex SS6 7ED
Tel: 01268 778171, Fax: 01268 778737

A Rochford District Council Facility Managed by Virgin Active.
Registered Office: 100 Aldersgate Street, London EC1A 4LX
Registered in England & Wales No. 02353684



The Mill Arts & Events Centre and Castle Hall

Regulations and Conditions of Hire

These Conditions and Regulations are binding upon any person, club or organisation hiring The Mill or Castle Hall and relate to all parts thereof. All references to the Company refer to Virgin Active whose agent is the Manager of the building in question.

1. VENUE:

All correspondence, posters and other publicity should refer to the venue as follow:-

The Mill Arts and Events Centre, Bellingham Lane, Rayleigh Essex SS7 4ED

Castle Hall, Castle Road, Rayleigh, Essex SS6 7QF

2. APPLICATIONS

The person signing the application form shall, for the purposes of these Conditions be deemed to be the Hirer and shall be aged 18 years or over. Transfer of bookings or sub-bookings will be allowed only with the written consent of the Manager. The hall may, at the Manager's discretion, be booked for a single event more than one year in advance subject to the strict understanding that scale of charges at the date of the function will apply unless payment is made in full at the time of booking. Bookings for a series of meetings/events would not normally be accepted for a period exceeding six months.

3. PAYMENT OF DEPOSIT

A deposit of £425.00 for the Main Hall, £295.00 for the Bar Lounge, £500.00 for the Whole Building and £65.00 for Castle Hall must be submitted with the booking form.

THE COMPANY ACCEPTS ALL DEPOSITS ON THE UNDERSTANDING THAT THEY ARE NON-REFUNDABLE

4. CANCELLATION OF BOOKINGS

The company reserves the right to refuse any bookings without explanation and to cancel any bookings upon reasonable grounds. In this event written notice will be given by the Company to the Hirer and any fees already paid will be refunded, or alternative dates offered. The Company shall not be liable for any loss which may be sustained by the Hirer as a result of such cancellation.

THE COMPANY ACCEPTS ALL DEPOSITS ON THE UNDERSTANDING THAT THEY ARE NON-REFUNDABLE

5. LIMITS OF ACCOMMODATION

The limits of accommodation are only to be used as a guideline. The precise number of persons attending a function will be at the discretion of the General Manager after discussion with the Hirer. The hirer shall then be responsible for ensuring that these limitations are observed and that all rules and regulations of the Company, or any other relevant authority, applicable to the arrangements of seats and gangways are obeyed.

6. ENTRY OF OFFICIALS

The Company reserves the reasonable right of entry to the facility by its staff or any person duly authorised, unless otherwise agreed.

7. FACILITY

The provision of all food and refreshment will be by the Company's nominated Caterer. Final numbers of catering must be supplied ten working days before the function when the account must be settled. This figure, if not increased, will be the number for which you will be charged. Increased figures will be charged accordingly. Customers requiring or having catering need to cater for a minimum 75% of their guest attending. All Catering will be out for a two hour period for Health and Hygiene reasons, no Catering to be taken of site. No external Catering allowed. In the case of Multicultural Events a copy of the Caterers Health and Hygiene, and Public Liability Certificates are required along with a £500.00 CASH damages deposit for use of the Kitchen.

8. INTOXICATING LIQUORS (The Mill)

Intoxicating liquors may only be consumed on the premises by arrangement with the Manager of the premises who is the licensee. Under no circumstances are Hirers to bring or permit intoxicating liquor to be brought onto the premises.

Anyone wishing to extend the bar hours past midnight will be subject to an additional charge, details of which are available on request.

(Castle Hall)

This hall is not licensed for the sale of intoxication liquors, and no intoxication liquor shall be sold in the hall unless a licence is granted by the Licensing Justices. If a licence is required for a specific function, the hirer should make arrangements with the Manager or another person who is licensed to sell intoxicating liquor to the public. The company must be notified by the hirer in writing of his/her intention to make such arrangement at the time of application to hire the hall and reserves the right to refuse permission.

9. CLOAKROOMS

Cloakroom facilities are not generally available but on occasions these can be provided at an extra cost to the hirer.



10. GENERAL

The facility may only be used for the purpose and period shown in the official confirmation of booking, unless the Hirer has obtained the prior written consent of the Company.

11. CHILDREN'S ENTERTAINMENT

Children's entertainment may be held only with the verbal consent of the Company. The expression "children's entertainment" shall be deemed to be any entertainment specifically organised for persons under the age of eleven years, excluding any cinematographic exhibition. We do not allow parties for children aged twelve to seventeen years. At any function organised wholly or mainly as children's entertainment there shall be present at least one adult for every fifty children or part of fifty children. The number of attendants shall be equivalent to at least the number of public exits.

12. PRIZES

No person or organisation is permitted to give away goldfish or any live animals, as prizes, whilst holding an event on Council premises under the control of the Company.

13. DAMAGE TO HALL OR EQUIPMENT

The Hirer shall be liable on demand for any damage to the premises or the fixtures, fittings, furniture and any articles belonging to the Company and caused by the Hirer's use of the premises. The cost of such damage shall be assessed by the Company, whose decision thereon shall be final. No screws or nails shall be driven into the walls, floors or ceiling of the premises or its furniture, fixtures or fittings. The Hirer shall leave the premises in as good order and condition as they were at the time of the Hirer's entry to the premises. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire fighting equipment, except in the case of emergency. A deposit of £250.00 will be required for all events, in the case of 18th and 21st Birthday Parties a deposit of £250.00 CASH is required.

A DEPOSIT TO COVER ANY POSSIBLE DAMAGE WILL BE AT THE DISCRETION OF THE MANAGER

14. BAND NIGHT/ PUBLIC ENTERTAINMENT FUNCTIONS:

£250.00 CASH damages deposit required 24 hours before function, this will be taken if you have to cancel your function for any reason. SIA registered door staff are required. Ticket collectors on the doors. No food, Alcohol or Non-alcoholic beverages are allowed to be bought into or consumed on the premises at any time.

15. BAR

Alcohol served until 11 pm with no catering. Alcohol served till 12 midnight with in house catering. 1am licence is available for the extra charge of £100.00 and food has to accompany this event unless passed by the centre manager

16. INJURY TO PERSONS AND DAMAGE TO PROPERTY

The Company and its servants or agents will not in any circumstances be responsible for injury to persons (except in the case of negligence by the Company) or any damage to or loss of goods or property brought onto the premises by the Hirer or persons attending any meeting or function therein and the hirer shall indemnify the Company and its servants or agents against any claims which may be made upon them in respect thereof.

17. FIXINGS AND DECORATIONS

No decorations, flags, emblems or any other loose articles may be fixed to the walls, floors, ceilings or fittings in any of the public areas without prior consent of the Company.

18. FIRE RISK

In cases where flammable material is used in the construction of display items, or in the making of costumes or any other apparatus, notification must be given to the Company and the materials used are to be treated and maintained in a fire resistant condition in accordance with current legislation.

IT IS COMPANY POLICY THAT LIT CANDLES CANNOT BE USED.

Fire doors and doors fitted with automatic closures must not be interfered with by the hirer.

The Hirer shall keep every corridor, passage, entrance and exit of the premises clear of obstruction and ready for use in an emergency.

19. INSURANCE

The Hirer may be required to provide evidence of appropriate public liability insurance certificates and Health and Hygiene certificates. The Hirer shall not do or permit to be done anything which, in the opinion of the Company, is not covered by its policy or policies of insurance in relation to the use of the premises or which will cause any increased or extra premium to be payable without the written consent of the Company. Fees may be increased and additional conditions imposed if required by the Company's Insurers in respect of additional risk.

20. REMOVAL OF EQUIPMENT

Contractors and others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the period of hire and to observe any reasonable instructions which are given on behalf of the Company by the Manager of the premises or his staff. Hirers are requested to give notice accordingly.

21. LIGHTING AND OTHER ELECTRICAL ARRANGEMENTS

No alteration or addition to the lighting, loud speakers, microphones or other electrical arrangements may be made without the express permission of the Manager of the premises. Dry ice, smoke machines and strobe lighting are not permitted.

22. ADVERTISING

No advertising material shall be exhibited either externally or internally of the premises without being first submitted to and approved by the Manager of the premises.



23. FLY POSTING

Fly posting in and around the vicinity of the hired venue is not permitted by the Essex County Council and is illegal. Anyone found to be guilty of distributing advertising posters and leaflets illegally will have their booking terminated immediately and any deposit paid will be non-refundable.

24. DISORDERLY OR DANGEROUS CONDUCT

Any booking which in the opinion of the Company may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on the written notice to the hirer. The Hirer, during the function shall not allow any disorderly, dangerous or improper conduct, or conduct which may cause damage to the Company's property. The Manager of the premises or nominated member of staff is authorised to order the immediate, partial or total clearance of the premises if, in his opinion, such action becomes necessary. The Hirer shall be liable for any extra expense which the Company may incur by engaging Police Officers to preserve law and order.

25. CAR PARKS

All vehicles and property are left in the Car Park entirely at the owner's risk and the Company will not accept responsibility for any loss or damage howsoever caused except where arising from the Company's negligence. The Hirer shall ensure that vehicles are parked so that no exit or carriageway is obstructed. Visitors to The Mill during Monday – Saturday 7 am – 7 pm must pay the appropriate car parking charge.

26. PUBLIC ENTERTAINMENT LICENCES AND GAMING ACTS

The Hirer shall strictly observe and comply with all the conditions of the music, singing and dancing and / or stage play licences issued by the local Licensing Authority in respect of the premises. A copy of such conditions can be inspected during normal office hours on request to the Manager of the premises.

27. INFRINGEMENT OF COPYRIGHT

The Hirer shall not use the premises for the performance in public of any dramatic or musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Company against infringement of copyright occurring during the period of hire.

28. BROADCASTING

The Hirer shall not grant sound or television broadcasting or filming rights without prior written consent of the Company. If such consent is given, the Company reserves the right to be a party to any negotiations as to the terms and conditions of any agreement and to share any income and publicity derived there from.

29 SALES OR AUCTIONS

Except with the express written consent of the Company, no goods of any kind shall be sold on the premises.

30. CHARITY COLLECTIONS

Charity collections shall not be permitted on the premises unless a permit has been obtained from the Local Authority.

29. COMPLIANCE WITH CONDITIONS

In the event of a refusal to comply with these conditions or any reasonable instructions by the Company's officers, the Hirer and any persons attending the functions may be excluded from the premises. The Hirer will however, remain liable in respect of hire charges as herein contained.

30. COMPLAINTS

Any complaint connected with the hire of the premises should be made in writing to the Manager of the premises within SEVEN days of the function.

The Company reserve the right to amend or vary these conditions or impose additional conditions without notice.

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