



## Function Room Booking Form

The Function Room can accommodate up to 26 people for sit down meals, or up to 40 for buffet catered events (with seating for up to 32).

Please fill in and email to [eat@themanorhouseatquorn.co.uk](mailto:eat@themanorhouseatquorn.co.uk), and a manager will confirm your booking.

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### CONTACT DETAILS

Date Required: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Group Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

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### ROOM HIRE

Lunchtime (12-5pm): £60  Evening (6pm onwards): £60

When choosing a 2 or 3 course party menu as your food choice, you will have a dedicated member of serving staff to look after you. We will waive the room hire fee but a 10% service charge will be added to your final bill.

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### FOOD OPTIONS

- Canapés: £8.50 per head
- Hot & Cold Finger Buffet: £12.95 per head
- 3 Course Party Menu: £27.50 per head
- 2 Course Party Menu: £22 per head  
*Available Mon-Fri anytime or Sat lunchtime only*
- Cheese Course to Follow: £6 per head
- Tea or Coffee with Mints: £2 per head

### BEVERAGE OPTIONS

- Glass of Prosecco on arrival: £5.25 per head  
Specify Quantity:
- Glass of Pimm's on arrival: £4.50 per head  
Specify Quantity:
- Soft Drink on arrival: £2.95 per head  
Specify Quantity:
- House Wine on the table: £17.50 per bottle  
*Recommend one bottle per two people*  
Specify Quantity:
- Bottled water: £3.50 per bottle  
*Recommend one bottle per two people*  
Specify Quantity:

Please note, 3 course set menus will be sent to you one month before the event date and will require guests' choices to be made in advance with minimum 1 weeks' notice. Other beverage options are available and can be discussed upon booking.

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### PAYMENT TERMS

Upon booking we will require a non-refundable deposit for the room hire cost.  
Room hire price quoted is for the room and staff cost only.  
Pre-ordered food for events is subject to 25% deposit at least one week prior to the event.  
We require full payment on the day of the function - sorry we do not accept cheques.

By signing below, you agree to the above payment terms and that the above requests are accurate, and that any changes required will be made in writing to the email address above.

SIGNED:

DATE: