

Buffet Menu



Perfect for any occasion

 **Oak Leaf**
Sports Complex

School Aycliffe Lane
Newton Aycliffe
Co Durham
DL5 6QZ
Tel No 01325 300600

The room caters for up to 60 people.

There is a charge for room hire - £12.00/Hour for non members or £10.00/Hour for members, however if your food total is more than the room hire, then the hire charge is waived.
(please feel free to ask about membership at Reception)

If your booking is for a Sunday and coincides with our Sunday Lunch service (12 noon & 2.30pm), then you can choose from Menu 3 or selected items # from Menu 1.

We also offer a take away buffet service, your buffet will be ready for you to collect on disposable platters, choose from Menu 3 or selected # items off Menu 1.

Please note that due to food handling recommendations buffets will be removed and disposed of 2 hours after serving. We do not provide tablecloths.

Name: _____ Tel No: _____

Address: _____

No. of People _____ Type of Function: _____ Time of Function: _____

Date of Function: _____ Notes: _____

Room Set-up: _____

MENU 1 — Pick'n'Mix Finger Buffet

5 Choices for £5.15 6 Choices for £6.15 7 Choices for £6.90
8 Choices for £7.65 9 Choices for £8.40 10 Choices for £9.15

Please make your choice from the options below and tick the appropriate boxes.

Open sandwiches with various fillings #

Wraps with variety of fillings #

Selection of Oriental/Indian Snacks #

Roast Potatoes #

Selection of fresh fruit #

Salad Platter #

Corned Beef pie #

Selection of Finger Cakes #

Homemade Quiche #

Chips

Sausage Rolls #

Cheese and pickles #

New Potatoes #

Pork Pies #

Pizza Slice

Gateau #

Sub Total

£

HOT PORK SANDWICH AND CHIPS

£4.20 per person

SUB

SUB TOTAL

£

MENU 2 — Hot Fork Buffet

All served with a Potato Dish, Vegetables, & Rice

2 Choices £6.65 3 Choices for £8.15 4 choices for £9.40

Beef Stroganoff Mushroom Stroganoff (V) Cottage Pie
 Chicken Curry Vegetable Curry (V) Lasagne

Sub Total £

MENU 3 - £3.40 PER HEAD

Open Sandwiches

Selection of Cakes/Scones

Sausage Rolls

Cold Pizza Fingers

Veggie Sticks & Dips

Potato Snacks

Number Required

Sub Total £

Meals with waitress service or the Carvery menu is available on request. Please speak to the Duty Manager for further details.

1 Course - £8.40

2 Course - £11.15

3 Course - £14.10

Please note for meals of more than 20 only a Carvery service is available.

Refreshments

Flask of Tea or Coffee (serves 6) £3.15

2 pint Jug of Juice £2.45

Sub Total £

GRAND TOTAL £ _____ Customer Signature _____

Customer Declaration: I have read and agree by the terms & conditions overleaf, and have received a copy of this form. **Date final payment required:** _____

Staff Only

	£	Date	Receipt No.		Date	Initial
Room Hire				Form Sent		
Total Catering				Form Returned		
Deposit Paid				Entered on system		
Balance Due				Catering Informed		
Music Deposit				£100 bond paid		

CONDITIONS OF HIRE

1. All applications for the hire of the facilities/equipment shall be made on the appropriate form. Unless expressly stated otherwise, it will be presumed that the person signing the form will be the Hirer, and shall have responsibility for the hire charge.
2. The facilities/equipment must not be used for purposes other than those stated on the application form.
3. Where an organisation is named on the application form, that organisation shall be jointly liable with the Hirer under these conditions.
4. In the event of a cancellation by the Hirer, of a confirmed booking, a cancellation up to the hire charge will be made at the discretion of Great Aycliffe Town Council, hereinafter referred to as the Council
5. The Hirer shall leave the facilities/equipment in a clean and tidy condition. Special cleaning charges may be levied at the discretion of the Council where the cleaning of the premises requires more than normal working hours.
6. The Hirer shall be responsible for all damage caused to the facilities/equipment and will be liable for all costs incurred to repair such damage.
7. Teenage (13-17) parties must have adequate adult supervision, and be out of the Function Room by 9.30pm. They are subject to a £100 cash bond payable one week in advance of the function.
8. 18th-21st and engagement parties (where one or both are under 21) are also subject to a £100 cash bond, payable one week in advance of the function.
9. Without limiting any other aspect of these conditions, the Hirer will indemnify the Council from and against all actions, claims, costs and proceedings arising out of the Hirer's use of the facilities/equipment during the term of the let, and the Hirer should ensure that there is adequate insurance cover for such use.
10. The Council will not accept liability for damage or loss of properties belonging to hirers or users of the facility/equipment.
11. The Facility Staff, on behalf of the Council, will ensure compliance with the conditions of the let, and have the right to terminate the let or refuse admission at any time.
12. It will be the Hirer's responsibility to ensure that all the equipment or property brought onto the premises is in a safe condition and complies with all relevant safety regulations. All portable electrical equipment must have a current Portable Appliance Test (PAT) certificate which must be forwarded to the Facility Manager 7 days in advance of the booking. The Council reserves the right to exclude any equipment or property it deems unsuitable.
13. The Hirer shall at all times ensure compliance with Emergency Action Plans, copies of which are available upon request. To ensure compliance with these regulations, each let must be supervised by a designated person, who will be responsible for the overall control of the let and, in particular, for taking control in the event of an emergency. Hirer's are required to nominate on the application form the person who will act in the capacity. That individual must be present throughout the duration of the event. All large events will require stewards to guide people in and out of the building, the number of which will be determined by the Council.
14. The Council reserves the right to cancel any booking at any time and will not be liable for any loss or damage arising from such a cancellation.
15. All outstanding balances must be paid, and final numbers notified at least 14 days prior to the booking.
16. No food items, other than Sports Complex catering allowed, with the exception of Customer's celebration cake.
17. No left over buffet food should be taken off the premises on Health & Hygiene grounds.
18. All disputes which may arise shall be settled by the Council, whose decision shall be final.

**All prices are correct at April 2017 and are inclusive of VAT at 20%.
Our menu items may contain nuts and/or genetically modified products,
please ask to see our Allergens file.
Management reserve the right to amend the menu without prior notice.**