



Buffet Menu

Information

The room caters for up to 60 people.

There is a charge for room hire –

£14.00/Hour for Non-Members or £11.50/Hour for Members

(Please feel free to ask about membership at Reception)

Only menu 1 is available when the kitchen is closed.

Catering opening hours are:

Monday 12.00pm - 2.30pm and 5.00pm - 8.00pm

Tuesday 11.30am - 2.30pm and 5.00pm - 8.30pm

Wednesday 12.00pm - 2.30pm and 5.00pm - 8.00pm

Thursday 11.30am - 2.30pm and 5.00pm - 8.00pm

Friday 12.00pm – 8.00pm

Saturday 11.00am - 8.30pm

Sunday 11.00am - 6.30pm

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	
Telephone Number	
Address	
No. of People	

Type of Function	
Time of Function	
Date of Function	
Notes	
Room Set-up	

Menu 1 – Buffet

£7.50 per head

Sandwiches with various fillings	Pizza Fingers
Sausage Rolls	Potato Snacks (Crisps)
Number Required _____	Total: £_____

Menu 2 – Deluxe Finger Buffet

£9.50 per head

Sandwiches with various fillings	Corned Beef Pie
Roast Potatoes	Pizza Slices
Quiche	Sausage Rolls
Number Required _____	Total: £_____

Cakes - £1.60 per head

A selection of delicious cakes

Number Required _____	Total: £_____
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Carvery menu is available on request

Please speak to the Duty Manager for further details

Meals with waitress service or the Carvery menu is available on request. Please speak to the Duty Manager for further details. Please note for meals of over 20 only the Carvery Menu is available. Main and dessert only.

Extras

Flask of Tea or Coffee (serves 6)	£5
2 Pint Jug of Juice	£5
Boiler service tea or coffee	£50.00
Sub Total	£

Grand Total £	Customer Signature
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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.
Room Hire			
Total Catering			
Deposit Paid			
Balance Due			

Music Deposit			
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	Date	Initial
Form Sent		
Form Returned		
Entered on System		
Catering Informed		
£100 Bond Paid		

Conditions for 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 premise 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. 19th – 21st an 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 aspects 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 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 Manger 7 days in advance of the booking. The Council reserves the right to exclude any equipment or property if deems unsuitable.
13. The hirer shall always ensure compliance with Emergency Action Plan, 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 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, except for 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.

19. Data Protection – the data collected on this form will only be used for the purposes of the management of sports equipment at the OakLeaf Sports Complex. The data will not be disclosed to any other organisation. Both electronic and paper records will be deleted or shredded when no longer required. If you have any questions about the personal information that we hold about you or wish to exercise your relevant rights under the GDPR, please contact The Data Information Officer, at the Council Offices, School Aycliffe Lane, Newton Aycliffe, Co Durham, DL5 6QF, or by email at info@great-aycliffe.gov.uk. You can view our full privacy notice at www.great-aycliffe.gov.uk/council-democracy/data-protection.