

# The Old Quay House

## Parties and Functions 2023

The Old Quay House is a wonderful venue to host your function or celebration. Beautifully situated right on the water's edge of the RSPB Hayle Estuary Nature Reserve, yet only a couple of minutes from the A30, making for the perfect accessible location for your event.

You will find all the facilities you could require to stage a memorable get together, with our large multipurpose function suite, restaurant, bed and breakfast accommodation, ample free parking, waterside Azura Deck and enclosed garden with children's play area.

Our awe-inspiring panoramic views set the perfect backdrop for your special occasion, whether it be a private party, social or charity event, a milestone anniversary, funeral tea, surprise birthday bash, club dinner or luncheon, Naming Ceremony or Christening, family gathering, company function, engagement party or any other special occasion you wish to host.

We offer a fantastic setting to celebrate your special occasion, perfect for mingling, dining and dancing, catering for up to 70 guests. No two events are the same, and a bespoke service is all part of the package. Find out how we can help you stage a memorable event by contacting us on 01736 753445 or email [info@quayhousehayle.co.uk](mailto:info@quayhousehayle.co.uk).



## Facilities

### Moon Function Suite

- Full Seating (Banquet Style) - 60 Guests
- Partial seating with mainly standing room - 70 Guests
- Boardroom Style – 30 Guests
- Cabaret Style – 50 Guests
- Naming Ceremony Only – 30 Guests

Situated on the first floor of the Inn, The Moon Suite is a large multi-purpose room which is exclusively yours for the duration of your function. It has a fresh, bright and airy interior, with its own bar (guest numbers dependent), dance floor, toilets and separate access with Stannah stair lift. You can also take advantage of direct access out onto your private terrace, with views across the estuary and access down to our waterside garden and Azura Deck.

Why not create a memorable montage by connecting your laptop to our LCD projector and screen and display a digital photo slideshow?

### Azura Deck

#### Civil Naming Ceremonies

Our stunning Azura Deck Summerhouse usually hosts spectacular Civil Weddings, however this idyllic setting is also perfect for a Civil Naming Ceremony. Similar to a Christening or Baptism but without religious content, this is a great way to celebrate a new addition to your family. Plan your ceremony to coincide with high tide and your backdrop will be simply stunning.

The ceremony will take place within the Summerhouse, accommodating two registrars and up to four other attendees. The surrounding decking area can then seat up to 30 guests. Although outdoor ceremonies are spectacular, they are open to the elements and are weather dependent. A decision will be made by us the night before the ceremony as to whether an outdoor ceremony will be possible, unfortunately if not, alternative indoor arrangements will be made for you. Please be advised that as for all civil ceremonies, you will need to notify the Superintendent Registrar as soon as possible of you choosing The Old Quay House for your ceremony.

## Options & Costs for Your Day

Trevor and Margaret are here to guide you through all of the arrangements leading up to your function. The following services are available free of charge, should they be required:

- Use of silver square or round cake stands and knife
- LCD Projector and screen
- PA system including microphone
- Wi-Fi

Why not hire our chair covers at £3.95 + VAT per chair? These do add a special finishing touch, especially if you choose to tie your own co-ordinating organza bow.



## Room Hire

No single function is the same and we are happy to tailor your event to suit your individual requirements. Alternatively, our function suite and Azura Deck can be hired on a room only basis, excluding catering. Room hire costs do apply for all occasions, please contact us for further information and for a personalised quote.

## Food & Drink

You are sure to find the perfect dishes within our specially selected menus, however should you prefer a specific dish, our chef can design a bespoke menu for you, created using locally sourced ingredients and suppliers wherever possible.

### Finger Buffet - £14.50 per person

(Minimum 30 guests)

Mixed Hand Cut Sandwiches – served on white and brown bread

Cocktail Pasties – beef and vegetarian

Home-made Sausage Rolls

Chicken Drumsticks

Crisps

### Hot Buffet - £19.50 per person

(Minimum 30 guests)

Chilli Con Carne and Chicken Korma

Vegetable Curry or Vegetarian Quiche (choice of one vegetarian dish)

Rice, Green Salad, Jacket Potatoes and Coleslaw

### Funeral Tea - £14.25 per person

(Minimum 30 guests)

Mixed Hand Cut Sandwiches – served on white and brown bread

Cocktail Pasties – beef and vegetarian

Home-made Sausage Rolls

Bowls of Crisps

Victoria Sandwich

Freshly Brewed Tea and Coffee

## Three Course Meals

We have a wonderful selection of buffet menus, however we also offer a range of three course menus, along with the possibility of offering a carvery depending on guest numbers.

Please choose one dish from each course for your entire party (minimum of 20 in party). Additional choices are possible; however a pre-order will be required 28 days prior to your event. Please ensure you make us aware of any guests with food allergies or intolerances so we can offer a suitable menu for them.

## Starters & Soups (all guests will receive a bread roll and butter)

Egg and Prawn Salad - £7.75

Chicken Liver Pate with Melba Toast and Onion Marmalade - £7.75

Bang Bang Chicken – sliced chicken with a peanut satay sauce on a bed of lettuce - £7.75

Spinach and Cream Cheese Roulade served with a Salsa Sauce (v) - £7.75

Melon Fan with Fruit Coulis (v) - £7.75

Roasted Tomato and Pepper Herb Soup (v) - £7.20

Cream of Vegetable Soup (v) - £7.20

## Main Course

Roasted Beef, Pork or Turkey served with Seasonal Stuffing and a Rich Jus - £16.45

Pan Seared Chicken Breast with a White Wine and Wild Mushroom Cream Sauce - £16.45

Slow Roasted Pork Belly with a Cider Cream Sauce - £16.45

Oven Baked Hake Fillet with Citrus and Herb Crust, served with Tomato Coulis - £16.45

Grilled Salmon with a Watercress Sauce - £16.45

## Vegetarian, Vegan and Gluten Free Options

Spiced Corn and Chickpea Burger flavoured with chilli, garlic, coriander and cumin, served in a toasted gluten free bun with salad, chunky chips on the side and a sweet chilli dip - £14.50

Warm Roasted Squash and Sweet Potato Salad with spinach, cherry tomatoes, pepper and red onion drizzled with a sweet chilli dressing and served with griddled potato cakes - £14.50

**Vegetables & Potatoes** (included in the above main course price) - Choice of one type of potato and three vegetables.

Buttered Baby Potatoes - Parsley Mash Potato - Roast Potatoes

Roasted Root Vegetables - Baby Sweet Corn - Broccoli Florets - Savoy Cabbage - Carrots - Peas - Cauliflower Cheese - Creamed Swede

## Desserts

Baileys and Chocolate Cheesecake - £8.00

Pavlova Filled with Fresh Cream and Mixed Berries Served with a Fruit Coulis - £8.00

Chocolate and Raspberry Roulade - £8.00

Fresh Fruit Salad and Cornish Clotted Cream - £8.00

Cheese & Biscuits - £9.95

## Children's Menu

Children 0 - 2 years of age – main course food bowl – No Charge

Children 3 - 6 years of age - 70% of adult 3 course meal cost

Children 7 – 9 years of age – 85% of adult 3 course meal cost

Children over the age of 3 have the option to eat from the adult main meal or pre-order from one of the following:

- Chicken Goujons served with Chunky Chips and Baked Beans or Garden Peas
- Beef Lasagne served with garlic bread
- West Country Sausages served with Mashed Potato, Baked Beans or Garden Peas

## Additional Options

### Canapés on Arrival

#### **Fish**

Fresh Asparagus and Smoked Salmon - Flat Bread with Poached Salmon and Lemon Mayonnaise  
– Panko Coated King Prawn

#### **Meat**

Fresh Asparagus and Parma Ham - Chicken Marinated in Coriander and Lime Kebabs –  
Chicken Tikka

#### **Vegetarian**

Breaded Mushrooms - Cheddar Cheese and Onion Goujons - Falafel with Yogurt and Mint dip

**Select four canapés from the above lists - £12.00 per guest or we can tailor a package to suit your requirements.**

## Overnight Accommodation

The Old Quay House offers nine beautiful en-suite bed and breakfast garden lodges, with the majority boasting stunning views across the estuary. We have a selection of double, twin and family rooms to choose from (rates subject to availability).



**What next...** We would be delighted to show you around and discuss how we can host your event. Please call 01736 753445 or email [info@quayhousehayle.co.uk](mailto:info@quayhousehayle.co.uk) to find out more and for a personalised quote.





# Terms & Conditions

## Acceptance

By confirming in writing/email to us you will be acknowledging and accepting these terms and conditions.

Your provisional reservation can be held for 5 working days if required. If written confirmation has not been received by that time, we will assume that you do not require the reservation and the date will be released.

## Changes of Event

Any amendments to the original booking will be agreed in writing with The Old Quay House and the client.

Should you wish to change the date of your event, it will be at the discretion of the owners of The Old Quay House.

All events should have an authorised person present to liaise with our team should extra items need to be approved for the final bill.

A range of menus are available and will offer these to the client. Once selected this cannot be amended by individual guests. Special dietary requirements can always be catered for; however, this must be requested by the client in advance.

Should your event cause for The Old Quay House to engage external contractors to provide a service or product we will always pass the cost of this on. We will endeavor to keep this cost as initially quoted; however, any increases imposed by an outside party will be passed on to the client.

## Confirmed Numbers

The Old Quay House will submit all quotations based on the estimated number of persons who will attend the event. The client will notify The Old Quay House if the number of guests varies by more than 15% before four weeks prior to the event and The Old Quay House will amend the quotation and resend to the client.

Final numbers are required by 5pm 14 working days before the event. Any increase on this number will be accommodated to the best of our ability. Should numbers go down after this point the client will still be charged for the agreed amount.

## Cancellation

If this contract should be terminated or cancelled, the following terms apply:

The client should notify the owners of The Old Quay House in writing at any date prior to the date of the event.

We will endeavor to resell the function space and to obtain an equal profit margin. In the event that the function space is resold, the client will reimburse the venue for any shortfall in profit as a result of the cancellation. If the function space is not resold, the client will pay the venue the following amounts:

2 weeks notice or less – 100% of total charge (room hire + all catering)

4 weeks notice or less – 50% of total charge (room hire + all catering)

4-6 weeks notice – 50% of room hire

## Payment of Accounts

The account must be settled on departure by credit/debit card.

## Food & Beverages

All prices are inclusive of VAT and will be charged at the rate at the time of your event i.e. the client will be liable for any additional costs arising as a consequence of a rise in VAT. All wine, drinks etc are subject to increase and will be charged at the current tariff as at the time of your conference. All other wines, drinks, etc are to be paid for in cash/card. The Old Quay House

does not allow guests to bring their own food, wine, spirits or soft drinks for consumption at an event. The import of guest food or drink is not an option and corkage arrangements are not available.

Strict hygiene procedures are followed in our kitchen but due to the presence of other allergens in some products there is a small possibility that other allergens may be found in any menu item. If you or your guests have any allergies, please discuss this at the time of booking.

### **Personal Belongings and Liability**

The Old Quay House and its employees accept no responsibility for the loss or damage to any goods/items left on the premises. Please ensure all goods/items are removed by the end of your event. We cannot be held responsible for the failure of public services (e.g. water, gas, electricity etc), or for any disturbance beyond our control.

### **Car Parking**

Ample free on-site parking is available. We are happy for guests to leave their cars overnight, however cars must be removed by 10.30am the following morning.

### **Client Liability**

The client shall be responsible for the behaviour of their guests and any damage to The Old Quay House property, including theft and water damage. Guests should not be excessive or rowdy, and offensive or illegal behaviour will not be tolerated. Consideration must be shown to other guests and our staff; we reserve the right to recover from the person making the booking any discretionary compensation payment or discount we may have to pay to other guests, as a result of your actions or members of your party.

The Old Quay House reserves the right to refuse any booking.