

## Functions at the Vines

Thank you for your enquiry. We hope that you decide to celebrate with us.

I enclose some information and menus.

### Pre meal:

We would request a deposit of £5 per head to secure the booking. The remaining balance for food can be settled one week prior to the event or on the day with prior agreement.

Final numbers and menu selection would also be required 5 days before the function. We can accommodate groups up to 80 but are also happier catering for much smaller groups.

### Arrival:

I would suggest that you might wish to congregate in the bar area. Please advise us regarding charging for drink purchases.

### Welcome drink:

Might we suggest a welcome drink? Please see our range of drinks packages.

### Meal:

I enclose our 'create your own menu' pack. This allows you to select choices to suit your taste and budget.

### Wine:

We offer an excellent house wine. It is currently sold at £11.95 per bottle. Please see enclosed wine list.

### **Champagne/ Toasts:**

We can, of course, supply our house champagne or sparkling wine for the toasts. Please work on approximately 5 glasses per bottle.

### **Water:**

We serve Blenheim Spring water.

### **Layout:**

We can layout to suit groupings required.

### **Disco/ entertainment:**

We do have a relationship with a local disco. We also have numerous contacts for live music

### **Timing:**

We can accommodate you as required.

### **Administration and Service charge:**

In order to avoid confusion over tips, the final invoice would be subject to a further 10% service charge for our staff. We also charge £x per head (depending on workload and timings) to cover administration.

I hope that the above covers all the point discussed.

Yours sincerely,

Karen Gerges

The Olives and Vine Ltd reg no 04570396

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