



Pittencrieff Suite Function Information 2024

Room hire £80.00 (when taking a buffet)

Room hire £160.00 (without buffet)

In house DJ/Disco £250.00 (up to 5 hours)

Bar licensed until midnight

Buffet Menus/Prices	Extras/Alternatives
<p><u>Buffet Menu A</u> Sandwiches Sausage Rolls Seasoned Potato Wedges £10.50 per person</p> <p><u>Buffet Menu B</u> All the above and including. Kilted Sausages & Mini Chicken Tenders £14.00 per person</p> <p><u>Buffet Menu C</u> All the above and including Slices of Pizza & Homemade Mini Pies filled with Chicken & Bacon; Steak; Macaroni and Chicken Curry £15.95 per person</p>	<p>Filled Rolls £4.80 per roll Stovies £8.50 per person Chips £3.95 per person Soup/Sandwiches £8.00 per person Teas & Coffees £3.30 per person Biscuits £1.15 per person Cakes or Scones £2.95 per item</p> <p>Drinks Packages</p> <p><u>Package 1</u> Fresh Orange Juice Sparkling Wine Red/White Wine £4.85 per drink</p> <p><u>Package 2</u> Guest's Own Choice £5.35 per drink</p>
<p>Minimum of 15 people for catering. Please be advised that should you decide against taking our Buffet Selections, we regret that we cannot allow food from any other source to be brought into the Hotel (other than Celebration Cakes and Sweetie Buffets).</p>	

To secure your date we kindly request a non-refundable deposit of £200.00 to be paid within 7 days of placing a provisional booking.

Full payment and final numbers are due two weeks prior to you Function.

If paying by cheque, payment is due four weeks prior.

Please note that we do not accommodate 18th birthday parties.

TERMS AND CONDITIONS

- Provisional bookings are held for 7 days. Bookings are confirmed upon receiving the £200.00 deposit. Deposits are non-refundable.
- If booking for a 21st birthday party, we require a damage deposit of £100.00 which will be refunded 48 hours after the function once checks have been made to the function suite. There is also a compulsory additional charge of £75 for security.
- Full payment and final numbers are due 2 weeks prior to the function.
- Buffets must be taken for the full amount of guest's attending and no less.
- The City Hotel does not accommodate 16th or 18th birthday parties.
- For parties requiring the private bar facilities, food options must be taken.
- Due to the noise level from our Saturday evening karaoke entertainment in our public bar, we are unable to host events in our function suite on Saturday evenings whereby our Function DJ is not employed
- The City Hotel does not take responsibility for the cutting of any celebration cakes, this must be done by the customer.
- We cannot allow any other DJ to use the DJ booth or lights, so we request that you use our in-house DJ. Bands & Singers are welcome, but they cannot use our systems and are required to perform in the corner of the room which will partially take up space on the dance floor.
- Functions can only operate until midnight as the Hotel does not have a late license.
- Due to the damage caused to the interiors, we regret that we cannot allow any party poppers, table confetti/gems etc or streamers.
- For similar reasons, we cannot allow pictures, banners or hanging decorations on the walls. Decorations and pictures may however be attached to the pillars using blue tack only.
- Decorations must be taken down when or before the bar closes, otherwise they will be taken away and disposed of.
- Should you decide not to take one of our Buffet Selections, we cannot allow food from any other source to be brought into the hotel.
- Buffet food will be served at the time which was agreed at the point of confirmation. Due to health and hygiene reasons all buffet items will be available for an allotted time of 1.5 hours. Please liaise on the night with a member of staff should you wish to take away the left-over buffet items. A member of staff will then inform you when the allotted time is nearing. Please be aware that you must provide your own containers to take the buffet items away as the Hotel is unable to provide these. Any items left will be disposed of.

Should you have any queries with the above or require further information, please do not hesitate to contact us on 01383 722538 or email reservations@thecityhotel.com.