

The Hunsbury Hill Centre



Funeral Reception Information Pack

The Perfect Northampton Venue

Beautiful 18th century setting only 2 miles from Northampton town centre and the M1

The Hunsbury Hill Centre

Harksome Hill
Northampton
Northamptonshire
NN4 9QX

The Hunsbury Hill Centre Events Line 01604 702444

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Events Team mobiles: 07967 127090 & 07967 127091
Events Team email: louis.wright@hunsburyhillcentre.co.uk
Northamptonshire ACRE: 01604 765888

www.hunsburyhillcentre.co.uk

This Pack contains our standard conditions of hire, booking forms and location map. If you need help completing your application form then please contact the Events Team.

The Hunsbury Hill Centre

Conditions of Hire

THE HIRER will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever the capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

THE HIRER shall not sublet or use the premises for any unlawful purposes or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor other than that obtained through licensed bar. The serving of food and beverages (including alcoholic drink) is to cease at least 30 minutes before the end of the function and must be in accordance with the premises license.

FIRE REGULATIONS. The passages, doors and staircases shall be kept clear and unobstructed and no chairs or other articles shall be placed there. The doors of all rooms and all external doors are to be unlocked unless by prior consent of the management.

THE HIRER shall provide Northamptonshire ACRE with a £ 250.00 refundable deposit to indemnify for the cost of cleaning, repair or redecoration of any damage done to any part of the property including the surrounding area or the contents of the buildings which may occur during the period of hiring and as a result of the hiring. The fixing of posters, pictures and the like by some form of adhesive or other method to any part of the interior walls or woodwork is not allowed without the prior consent of the Management. Hirers are specifically requested not to allow the use of confetti, streamers etc. inside or outside the Centre. The deposit can also be forfeit along with cancellation of the function on the day with no refund of monies paid for infringement of these terms and conditions.

NUMBER OF PERSONS ON PREMISES. The number of persons (including staff and attendants) to be allowed at any one time on the premises shall not exceed 200, each room having the following limits: High Barn & Patio 150, Derrick Dunn Room 50.

THE HIRER shall be responsible for leaving the premises and surrounds and any utensils used, in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced. All rubbish must be removed from the site at the time of departure unless prior arrangements has made between the Hirer and Northamptonshire ACRE, otherwise Northamptonshire ACRE shall be at liberty to make an additional charge.

If **THE HIRER** wishes to site marquees, awnings, bouncy castles, BBQ's or any other form of semi-permanent structure, this may only be done with the prior consent of the management and a small charge may be made.

Bookings can be taken for full day rate hires in excess of 3 calendar months in advance, however for shorter hourly rated events these will normally only be accepted within 3 calendar months of the event date, unless by prior consent of the management.

A deposit of 50% of the venue hire is required to secure the booking. The balance is to be paid in 2 instalments with final payment due 4 weeks before the event. (*first instalment is due 12 weeks prior to event, the remaining balance due 4 weeks prior to event*).

If **THE HIRER** wishes to alter the date by moving to a new Calendar year then a £50.00 administration fee is applicable and the difference between the current rate and the new rate will be due immediately.

If **THE HIRER** wishes to cancel the booking before the date of the event the following will apply: if cancellation is within 6 calendar months of the event date, then the deposit is non-refundable. (Or a charge equal to 50% of the intended room hire charges will be applicable). If cancellation notice is greater than 6 calendar months then 50% of the deposit will be refundable . (Or a charge equal to 25% of the intended room hire charges will be applicable).

Northamptonshire ACRE reserve the right to suspend or cancel any booking at any time. In the event of the Centre or any part thereof being rendered unfit for use for which it has been hired, Northamptonshire ACRE shall not be liable to the hirer for any resulting loss or damage whatsoever.

Any arrangements made by the hirer with 3rd parties (e.g. Caterers), are independent of the hire of the Hunsbury Hill Centre.

Northamptonshire ACRE cannot be held liable for any disruption or service failure resulting from said 3rd party arrangements.

Signature Date.....



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Funeral Reception Information

Catering at The Hunsbury Hill Centre

This beautiful venue prides itself on being one of the most flexible for meeting your individual requirements.

We are proud to offer you full Funeral Reception catering through our partnership with Impressions Caterers. All catering will be done on site in our commercial kitchen and you can discuss any specific requirements with the Events Team.

We have three tailored buffet menus to suit all budgets. (*See enclosed*)

You are welcome to provide your own catering although there may be a small fee if our kitchen facilities are needed.

Bar at The Hunsbury Hill Centre

A fully licensed bar is included in the hire of The High Barn at The Hunsbury Hill Centre.

The Hunsbury Hill Centre Bar is located in a covered patio area leading from The High Barn.

If you require specific drinks then please let a member of the Events Team know.

The Hunsbury Hill Centre

Hire Pricing

High Barn (Max 120 persons)

Hourly rate of £56.00

Payment Instructions

Payments must be made in person if paying in cash.

Cheques payable to '**Northamptonshire ACRE**'

or by Bank Transfer to the following account:

Bank: **Yorkshire Bank**

Account: **Northamptonshire ACRE**

Sort Code: **05-06-33**

Account No.: **41158247**

*Please quote your customer **Account number** (e.g. SMITH01) or **the date of your event** as a reference.*

- A minimum three hour hire period applies to booking.
- See full conditions of hire for further information.

Hourly rates double for the last hour between 11pm to Midnight.

Funeral Reception Buffet Menus

Finger Buffet Menu

Unlimited tea and coffee

Selection of freshly prepared sandwiches (crustless triangles)

Vegetarian & Meat Selection ✓

Freshly Baked Filled French Stick/Baguettes

Vegetarian & Meat Selection ✓

Open Ciabatta Sandwiches

Vegetarian & Meat Selection ✓

Impressions Homemade Sausage Rolls

Homemade Vol au vents filled with prawn and marie-rose sauce

Scotch eggs

Deep fried vegetable pacora served with Indian chutneys

Individual Homemade Quiche

(Roasted Vegetable And Goat's Cheese) ✓

Melton Mowbray pork pie

£7.95 per person

Funeral Reception Buffet Menus

Fork Buffet Menu

Unlimited tea and coffee

**Selection of honey roasted ham, sliced turkey breast and
Roasted Topside Of Beef**

Selection of freshly baked breads

**Selection of English cheeses including Somerset bree, Cellar
mature cheddar, Wensleydale and Blue stilton**

Dressed Mixed Leaf Salad

Home Made Potato, red onion and fresh Chive Salad

Home Made Coleslaw

**Curried cous cous salad with corriander, roasted capisun and
raisin**

Buttered new potatoes

£9.95 per person

Funeral Reception Buffet Menus

Sit Down Buffet Menu

Unlimited tea and coffee

Oriental stir fry, vegetables and bean sprouts

Freshly baked jacket potato (with butter)

Fragrant Jasmine rice

Chicken Fricasse

Chicken breast, mushrooms, peppers, and garden herbs bound with a cream sauce. (chicken curry alternative)

Beef Chilli – made to your liking

Soup and bread roll

tomato / cream of vegetable / chicken and sweetcorn chowder

Homemade Coleslaw

Green leaf dressed salad

Home Made Potato, red onion and fresh Chive Salad

£11.95 per person

Funeral Reception Buffet Menus

Afternoon Tea

Tea

Earl Grey & Lemon

Fruit Teas

Traditional English Tea

Coffee

(include refills)

Scones, Creams & Assorted Cakes

Strawberries & Cream

Assorted Cakes:

Battenberg

Traditional Fruit Sponge

Lemon Drizzle Cake

Sandwich Platter

Smoked Salmon & Cucumber Crustless Triangles

Somerset Brie & Black Grape Crustless Fingers

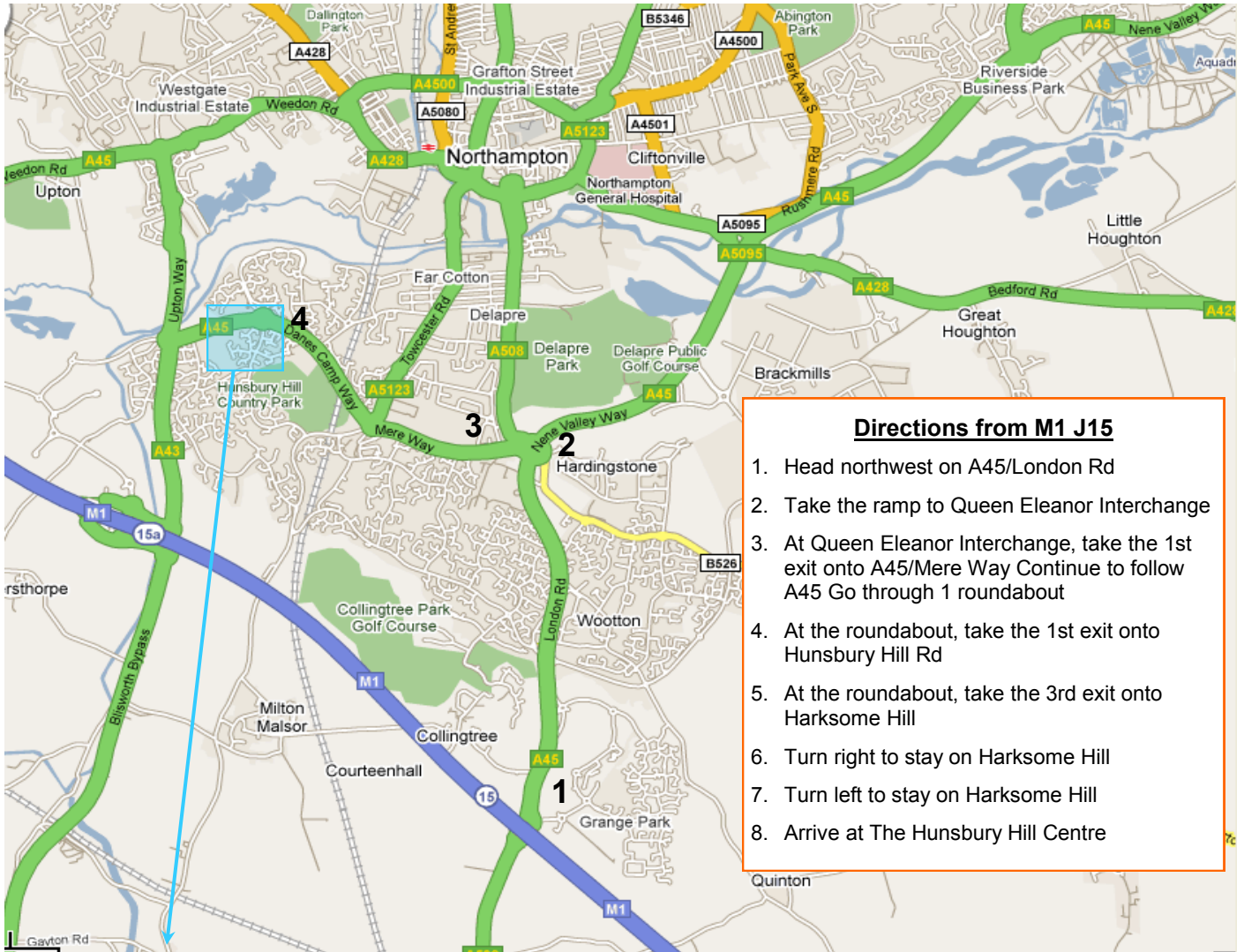
Roast Chicken, Basil Pesto & Roasted Capsicum Crustless Triangles

Smooth Cream Cheese, Black Olive & Fresh Herb Crustless Fingers

£7.95 per person

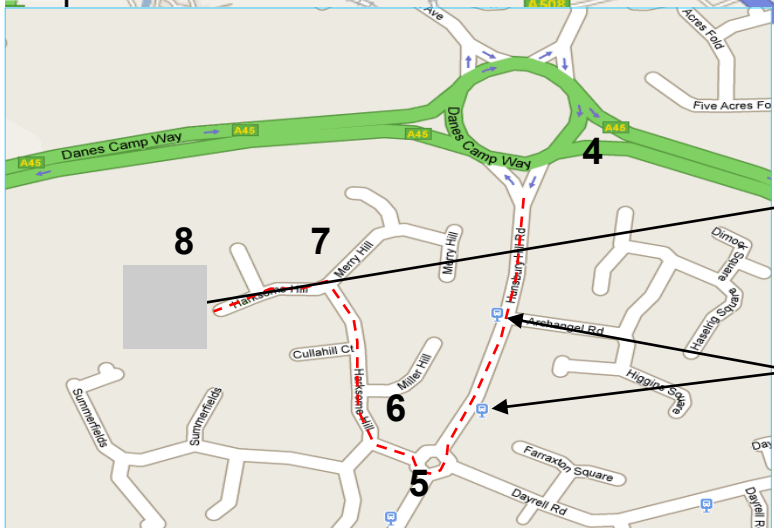
The Hunsbury Hill Centre

Location Map



Directions from M1 J15

1. Head northwest on A45/London Rd
2. Take the ramp to Queen Eleanor Interchange
3. At Queen Eleanor Interchange, take the 1st exit onto A45/Mere Way Continue to follow A45 Go through 1 roundabout
4. At the roundabout, take the 1st exit onto Hunsbury Hill Rd
5. At the roundabout, take the 3rd exit onto Harksome Hill
6. Turn right to stay on Harksome Hill
7. Turn left to stay on Harksome Hill
8. Arrive at The Hunsbury Hill Centre



Bus No 12 from Northampton Town Centre
 Silver Link Trains from Euston
 Main Line trains to Northampton station

Operated by Northamptonshire ACRE, The Hunsbury Hill Centre, Harksome Hill, Northampton, NN4 9QX, Tel: 01604 702444; Fax: 01604 708571
 Email: louis.wright@hunsburyhillcentre.co.uk; website: www.hunsburyhillcentre.co.uk
 Registered charity no. 1080038
 Company limited by guarantee 3937576

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Booking Form

Name of applicant(s) /
Organisation

Mr/Mrs/Miss/Ms _____

Address _____

Post code _____

Telephone (day) _____

(eve) _____

E-mail _____

Event Details

Function type/ Title _____

Day:- _____

Numbers attending _____

Date:- _____

Rooms required (please tick)

		<u>From</u>	<u>To</u>
High Barn	<input type="checkbox"/>		⇒
Derrick Dunn Room	<input type="checkbox"/>		⇒
Lilly Rose Room	<input type="checkbox"/>		⇒
Low Barn Kitchen	<input type="checkbox"/>		⇒

*Please note that setting up, preparation and clearing time must be included in these hire times.
If you would like the Hunsbury Hill Centre to arrange this please discuss with the Events Team*

I agree to fulfill the provisions and stipulations contained or referred to in the **Hunsbury Hill Centre Conditions of Hire** which I have read and understood. I enclose the full payment of £.....

Venue hire: £56.00 xhrs = £..... PLUS menu selection: £..... xGuests = £.....

Total: £

Cheques should be made payable to "Northamptonshire ACRE"

Signature of
Applicant _____

Name in Capitals _____

Date _____

Operated by Northamptonshire ACRE, The Hunsbury Hill Centre, Harksome Hill, Northampton, NN4 9QX, Tel: 01604 702444; Fax: 01604 708571

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