



# Private Functions At The Burlington

Thank you for requesting our private function information pack. Here at The Burlington we pride ourselves in our flexibility so we have put this pack together as a guide to the services we provide. We are happy to cater for any kind of function be it a full scale wedding, a small family lunch, or a night of drinks and dancing.

We are one of the only venues to boast a restaurant, lounge, bar and night club all under one roof so we are confident we can create exactly the function you have in mind and our experienced events team will take care of all the arrangements so you don't need to worry about anything other than enjoying yourself.

**Contact Our Events Team  
(01903) 211 222**

# Our Function Rooms

## GIO'S LOUNGE

Gio's lovely lounge is furnished with comfy armchairs and sofas and is the ideal room to chill out with a relaxing lunch, indulge in a sit down meal or even throw a small party. Gio's Lounge can fit approximately 20 guests and so is perfect for more intimate get togethers

**Room Hire £100**  
**Available until 12.30am**

## GIO'S RESTAURANT

This beautiful and stylish room is the perfect place to add elegance and grace to any function you may be planning. Holding up to 80 people, seated, or 120 standing, Gio's restaurant lends itself expertly to Wedding Breakfasts and Annual Dinners. With plenty of space for DJs, bands or even a magician this is a great room for a function catered just for you. The restaurant also boasts a privately staffed bar so you and your guests needn't leave the room until the party is over.

**Room Hire £200**  
**Available until 12.30am**

## RESTAURANT AND ADJOINING LOUNGE

For a real luxury you can privately hire both Gio's restaurant and the adjoining lounge so you can really feel at home here. Use the restaurant as your dance floor and the lounge as a chill out room and everyone is catered for, leaving you safe in the knowledge that all your guests will be really comfortable while they are here.

**Room Hire £250**  
**Available until 12.30am**

## CLUB SEVEN

This funky late night venue creates a great club-night atmosphere for you and your guests. Speak to our in-house DJ and he will create a personal playlist for your evening, to keep you and your friends dancing the night away. Security staff and bar staff are all taken care of by us, so all you need to worry about is your dancing shoes.

**Room Hire £550**  
**Available until 12.30am Sun-Thurs**  
**Available until 2am Fridays & Saturdays**



# Function Ideas

## Services We Can Offer

### In-House DJ

Our in house DJ will contact you and is happy to meet and discuss exactly the playlist you want for your evening.

He is available for the duration of your function and can play up until 12.30am in our restaurant or 2am latest in our club.

**DJ hire is £250 - Hire our DJ and receive large discount on restaurant hire**

Alternatively if you are on a budget, as we know most people are, bring in your favourite CDs and we are happy to upload them and play them through our basic sound system.

### Drinks Packages

We have a vastly stocked bar and an extensive wine cellar. Because of this, whether you fancy champagne on arrival or jugs of your favourite cocktail we can come up with a drinks package just for you. Please don't hesitate to ask our events team for drinks ideas.

### Room Rates

After your function why drive home? Stay with us for the night and you and all your guests will receive preferential room rates for the night which include breakfast. Please ask for a price list.

### Club Seven

Club Seven is now available for hire any day of the week including Saturdays it's perfect for big parties in a great venue with no fuss.

From time to time we will be putting on special events as well so look out for anything coming up soon.

### Something Different?

If you fancy something a little bit different for your function, a magician, a singer or even a chocolate fountain, just let us know -

**We like a challenge!**



# Catering For You

## In-House Catering

Here at The Burlington we reap the benefits of in-house catering. This means our chefs work on the premises and form part of our events team - giving us the ability to work closely with them to cater exactly to your needs, whilst keeping our excellent food standards in place.

Our Head Chef has created some Italian-influenced function menus that vary from finger buffets and canapes to indulgent three course meals.

However, if you had something specific in mind or you fancy a few changes, he is more than happy to come up with a personal menu based on your needs.

We pride ourselves in our flexibility so please don't hesitate to ask.

We require a pre-order two weeks in advance for all seated meals. This ensures a smoother service for us and a more enjoyable meal for you.

# Buffet Menus

## Gold Buffet £8.95 per person

- Selection of sandwiches
- Marinated chicken wings
- Nuts & crisps
- Collection of crostini
- Roasted veg pasta salad
- Fruit salad
- Homemade pizzas
- Marinated olives

## Emerald Buffet £12.95 per person

- Selection of focaccias
- Homemade pizzas
- Parma ham and melon
- Fagioli salad
- Marinated olives
- Panettone
- Italian meats and cheeses
- Arancini risotto balls
- Skewered tiger prawns
- Caprese salad
- Nuts & crisps

## Diamond Buffet £15.95 per person

- Selection of focaccias
- Mainated chicken wings
- Parma ham & melon
- Fagioli salad
- Caprese salad
- Nuts & crisps
- Chocolate brownie bites
- Homemade pizzas
- Arancini risotto balls
- Smoked salmon & mascarpone
- Collection of crostini
- Marinated olives
- Exotic fruit salad

## Finger Buffet £9.95 per person

- Selection of sandwiches
- Marinated chicken wings
- Nuts & crisps
- Collection of crostini
- Arancini risotto balls
- Fruit skewers
- Homemade pizzas
- Marinated olives
- Brownie bites

## Hot Buffet £13.50 per person

- Your choice of two main dishes and two side dishes served self-service, followed by a selection of delicious desserts.

# Sit Down Menus

## Sapphire Menu £17.50 per person 3 courses

### Starters

- Garlic Mushrooms
- Caprese Salad
- Melon Balls

### Mains

- Chicken Alla Neapoletana
- Cod Fillet in Parmesan
- Vegetarian Lasagne

### Desserts

- Dark Chocolate Mousse
- Fresh Fruit Salad
- Apple Cinnamon Crumble

## Ruby Menu £20.50 per person 3 courses

### Starters

- Tomato & Basil Soup
- Tiger Prawns
- Poached Pear

### Mains

- Roast Topside of Beef
- Roast Supreme of Chicken
- Vegetarian Nut Roast

### Desserts

- Banoffee Pie
- Cheese & Biscuits
- Chocolate Trifle

## Platinum Menu £25.95 per person 3 courses

### Starters

- Cream of Porcini Soup
- Tempura Tiger Prawns
- Smoked Duck

### Mains

- Rack of Lamb Dijonnaise
- Grilled Red Snapper
- Wild Mushroom Risotto

### Desserts

- Drambuie & Coconut parfait
- Raspberry Cheesecake
- Eton Mess





## How do I Book a Function?

The best thing to do is have an idea in mind of what you would like to include in your function. Then fill out the attached form and pop it back to us via post, email or fax.

Our events team will then check availability for you and work out a final cost.

You can provisionally book a date with no obligation for a maximum of 2 weeks. To confirm that you would like this date, a non-refundable deposit of £200 is required. Until a deposit has been received we may not necessarily be able to hold the date for you.

Once your date has been confirmed with a deposit, our events team will send out a confirmation and invite you to make an appointment to discuss further details should this be necessary.

The final payment for your event will need to be settled at least two weeks prior to your event. We will also need any menu choices, final numbers and seating plans by this time. We are happy to take payments and menu choices over the phone should travel be an issue.

Decorations can be delivered to the venue up to 48 hours prior and we are more than happy to put these around for you should you not be able to come in yourself on the day. The function room you have hired will be available an hour earlier than the start of your event, you can arrange a time with our events team should you need it ready any earlier. Any cakes or flowers need to be delivered on the day as storage of such items will not be possible.

After booking a function, our events team will be happy to answer any questions and queries you may have during the run up to the day. You may also make appointments to discuss anything right up to the day of your event. We provide you with a constant point of contact in order to help organise your event as best we can.

While you are more than welcome to pop into the venue at anytime, we do experience very busy periods especially at weekends meaning one of the team may not necessarily be free to help you without a pre-arranged appointment.

# Function Request Form

<u>Name:</u>	<u>Contact No.</u>
<u>Email Address</u>	
<u>Type of function</u>	<u>Preferred Date</u> _____ <u>Is this flexible?</u> <input type="checkbox"/> yes <input type="checkbox"/> no
<u>Preferred function room</u>	<u>Estimated no. of guests</u>
<u>Arrival time</u>	<u>End time</u>
<u>Food:</u> <input type="checkbox"/> <u>Sit Down Meal</u> <input type="checkbox"/> <u>Buffet</u> <input type="checkbox"/> <u>Snacks</u> <input type="checkbox"/> <u>No food required</u> please specify which menu you would like..... <div style="text-align: center;">Catering for.....guests</div>	
<u>Entertainment:</u> <input type="checkbox"/> <u>In House DJ</u> <input type="checkbox"/> <u>Outside entertainment:</u> please specify _____	
<u>Drinks:</u> <input type="checkbox"/> <u>Arrival drinks</u> <input type="checkbox"/> <u>Toast drinks</u> <input type="checkbox"/> <u>Bar tab</u> <input type="checkbox"/> <u>No pre-paid drinks</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 22%;">           Details            _____            _____         </div> <div style="width: 22%;">           Details            _____            _____         </div> <div style="width: 22%;">           Details            _____            _____         </div> </div>	
<u>Room layout:</u> <input type="checkbox"/> <u>Seating for all</u> <input type="checkbox"/> <u>Scattered seating</u> <input type="checkbox"/> <u>No seating</u> <input type="checkbox"/> <u>Other</u> (please specify) <div style="text-align: right; margin-top: 10px;">_____</div>	
<u>Any special requirements or requests?</u> _____ _____ _____ _____ _____	