



Party
Ingredients
Event
Catering



RECEPTION PACKAGES

Drinks, Canapé and Bowl Food Receptions
at the Museum of the Order of St John

All Inclusive Packages
from £87.00 per person for 150 guests

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INTRODUCTION

Party Ingredients are delighted to be able to offer fully inclusive reception packages based on minimum numbers as detailed at the stunning Museum of the Order of St John throughout the year from only £87.00 per person inclusive of venue hire.

The Museum of the Order of St John offers an unique and historic setting for inspirational networking receptions of up to 200 guests.

In the following pages we present our ideas for Corporate Receptions. If you have any questions about the packages please do not hesitate to contact us to discuss the ideas and options in more detail.

Your Evening

On arrival guests will be welcomed by our uniformed staff into the Museum Galleries or the Chapter Hall offering trays of our award-winning English Sparkling wine as they enjoy the historic surroundings.

Waiting staff will circulate with a selection of seasonal canapés or bowl food, served on a unique range of presentational platters, and guests can sip on wine or beer for the duration of the reception.

Optional additions can include themed food stations, musicians & entertainers, and feature bars. Please speak to us for a full quote.



PRICING AND PACKAGE DETAILS

All Inclusive Reception Packages

All pricing exclusive of VAT

Canapé Reception *for up to 3 hours*

Minimum of 100 guests @ £95.00
Minimum of 150 guests @ £87.00

Bowl Food Reception *for up to 4 hours*

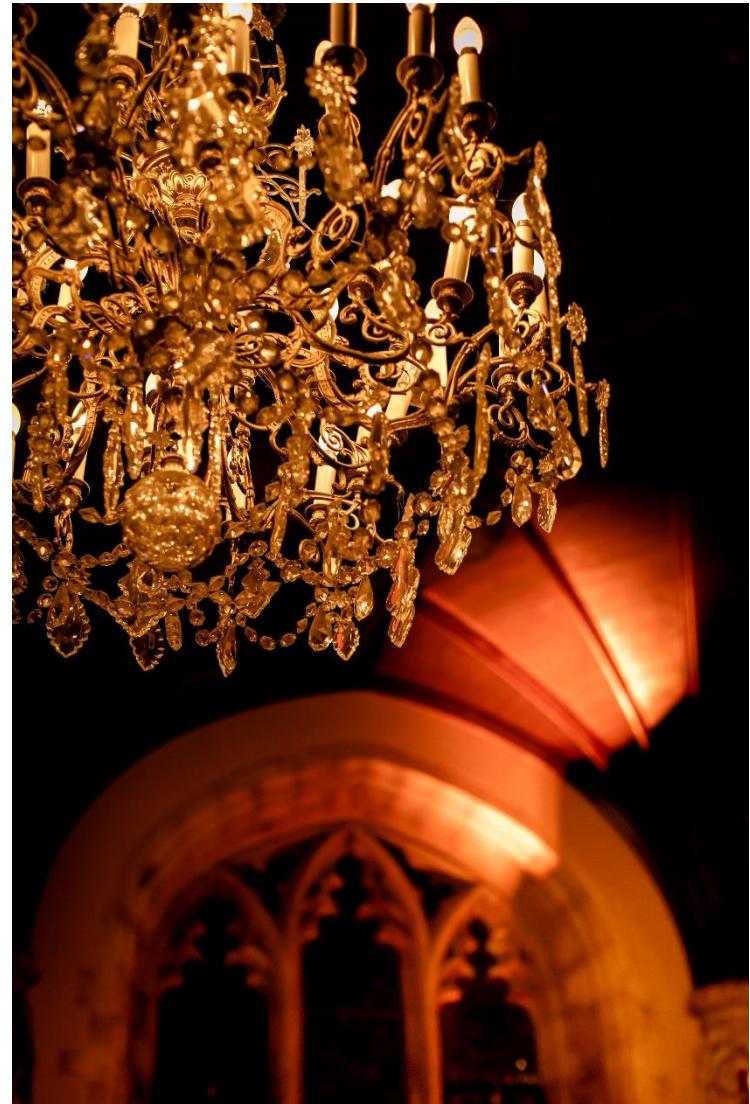
Minimum of 100 guests @ £110.00
Minimum of 150 guests @ £103.00

The package pricing is fully inclusive of:

- Venue Hire
- Menu as detailed in each package
- All catering management & service staff
- Cloakroom staff
- Chefs and catering equipment
- Drinks package as detailed for up to 3 hours (canapé) or up to 4 hours (bowl food)
- Poseur tables dressed in white linen
- Bar furniture hire

The package price does not include:

- VAT
- Upgraded furniture / linen hire
- Meals for staff/entertainers
- Entertainment
- Flowers & table decorations
- Drinks package upgrade options or additional drinks on consumption



ESTIMATED TIMINGS

Canapé Reception

18.00	Guest arrival for drinks reception
18.30	Canapés served
19.45	Dessert Canapés served
20.45	Bar closes
21.00	Event ends Guests Depart

Bowl Food Reception

18.00	Guest arrival for drinks reception
18.30	Canapés served
19.15	Bowl Food served
20.30	Dessert served
21.45	Bar closes
22.00	Event ends Guests Depart

PACKAGE MENU OPTIONS

Canapé Reception

Menu inclusive of:

- 1 Side Table Dish
- 10 Savoury Canapés
- 2 Sweet Canapés

Please choose your menu from a selection – a sample is shown on the following pages.

Please note dishes are seasonal and subject to change – your event manager will send the confirmed menu options closer to the event date.

Bowl Food Reception

Menu inclusive of:

- 1 Side Table Dish
- 5 Savoury Canapés
- 3 Savoury Bowl Food
- 2 Sweet Bowl Food

Please choose your menu from a selection – a sample is shown on the following pages.

Please note dishes are seasonal and subject to change – your event manager will send the confirmed menu options closer to the event date.

Please note The Museum of the Order of St John is a protected building and we are unable to serve any staining food or drinks in the galleries – this includes red wine, juices and berries on canapés.

SAMPLE CANAPÉS

Please note dishes are seasonal and subject to change – your event manager will send the confirmed menu options closer to the event date.



Rabbit Bonbons
Gooseberry Compote

(vg = vegan dish)

Side Table Dishes

Cheese Straw Selection
Poppy Seed, Cheddar and Cayenne

Tapas Selection
Chorizo, Serrano Ham & Manchego
Pimentos, Artichoke Hearts, Marinated Olives (vg)

Grissini & Crudité (vg)
Smoked Salmon Mousseline
Avocado & Pine Nut Dip (vg)

Meat Canapés

Chicken Ballotine
Guacamole, Chilli Jam

Chargrilled Lamb Kofta
Tzatziki

Mini Beef Burgers
Sesame Brioche and Tomato Relish

Confit Lamb on Welsh Cakes
Caramelised Leeks & Rowanberry Gel

Bangers & Mash
Cumberland Sausages, Wholegrain Mustard
Mash, Cherry Tomato

Smoked Duck Breast
with Chargrilled Grapes and Balsamic

Ballotine of Foie Gras
Toasted Brioche, Kumquat Marmalade

Rabbit Bonbons
Gooseberry Compote

SAMPLE CANAPÉ MENUS *continued*

*Please note dishes are seasonal and subject to change –
your event manager will send the confirmed menu
options closer to the event date.*



Olive Bark Tuile
Nasturtium Pesto Mousse, Heritage Tomato

Fish Canapés

Seared Salmon Batons
Mirin, Ginger and Lime

Seared Tuna
Shiso, Wasabi Mayonnaise

Shrimp, Coriander & Papaya
Charcoal Tuile

Smoked River Trout Cornetto
Blood Orange Pearls

Dorset Crab Bombe
Watercress Mayonnaise

Scottish Salmon
Cucumber and Mint Yoghurt

Beetroot Cured Gravadlax
Horseradish Sorbet

Parmesan Profiteroles
Smoked Mackerel Pâté & Grapefruit

Vegetarian / Vegan Canapés

Griddled Courgettes (vg)
Pickled Beetroot & Harissa

Red Pepper & Chick Pea Pakora (vg)
Mint & Coriander Vegan Raita

Mushroom Umami Eclairs
Wood Sorrel

Hazelnut Shortbread Finger (vg)
Cèpe Mushroom, Black Truffle

Stuffed New Potatoes (vg)
Swede, Pumpkin Seeds, Agave Nectar

Stilton & Wild Mushrooms
on Mini Yorkshire Puddings

Filo Tulips (vg)
Wild Woodland Mushrooms, Almond Yoghurt
and Redcurrants

(vg = vegan dish)

SAMPLE BOWL FOOD

Please note dishes are seasonal and subject to change – your event manager will send the confirmed menu options closer to the event date.



Chargrilled Chicken Caesar Salad
Croutons, Quail's Egg, Parmesan Shavings

Meat Dishes

Crispy Duck Spring Rolls
Fried Seaweed, Hoisin Sauce

Pulled Pork Sliders
Red Cabbage Slaw

Thai Green Chicken Curry
Jasmine Rice

Chorizo Scotch Eggs
Romesco Sauce

Rack of Welsh Lamb
Minted Quince Jus

Roast Fillet of Aberdeen Angus
Dauphinoise Potatoes, Cèpe Armagnac Reduction

Serrano Ham
Manchego, Artichoke, Pomodoro Tomato

Chargrilled Chicken Caesar Salad
Croutons, Quail's Egg, Parmesan Shavings

Fish Dishes

Fishmongers Pie
Cheesy Mashed Potato Topping

Crayfish Cocktail
Marie Rose Dressing

Salmon "Dogs" in Brioche Buns
with Pea Purée

Sole & Salmon Ceviche
Orange, Avocado & Watermelon

Seared Scallops
Broad Bean Purée, Citrus Butter

Tandoori Cod
Saffron Rice, Tomato Chilli Chutney

Seared Sea Bass
Caramelised Fennel, Balsamic Reduction

Lobster Ravioli
Herb Broth

SAMPLE BOWL FOOD *continued*

Please note dishes are seasonal and subject to change – your event manager will send the confirmed menu options closer to the event date.



Honeycomb Shards
Dark Chocolate and Tarragon Mascarpone

Vegetarian / Vegan Dishes

Bubble and Squeak
Fried Quails Eggs

Oriental Vegetable Summer Rolls (vg)
Peanut and Coconut Satay

Mini Pizza Selection
Tomato and Mozzarella
Artichoke and Olive (vg)

Mushroom Salad
Croutons, Red Currants, Sour Cream

Spinach & Chestnut Gnocchi (vg)
Beetroot Relish

Butternut & Pine Nut Arancini
Rocket, Sour Cream

Mac & Cheese
Charred Cauliflower

Smoked Aubergine Curry (vg)
Basmati Rice, Tomato & Chive Kachumber

(vg = vegan dish)

Dessert Dishes

Honeycomb Shards
Dark Chocolate and Tarragon Mascarpone

Chocolate & Whisky Lollipops (vg)
Toasted Oatmeal

Limoncello Frappé Shots (vg)

Mini Treacle Tartlets
Lemon Crème Fraîche

Chocolate & Raspberry Eclairs

Mini Banoffee Pies

Passion Fruit Cheesecakes

Tiny Cappuccino Crème Brûlée

DRINKS PACKAGE

Our recommended drinks package is inclusive of the following drinks & quantities.

Additional drinks over package allowance will be charged on a consumption basis. We are happy to work with any limits you may have.



Drinks Package

Available for 3 hours for a Canapé Reception or 4 hours for a Bowl Food Reception

On Arrival (1 glass per person)

Nutty Brut 2015

*A superb award winning Traditional Method English sparkling wine from our own vineyard.
Wine GB Awards 2019 + IWSC 2019 - Silver Medal*

Sparkling Elderflower with Fresh Mint Sprigs

Available Throughout (3/4 bottle wine or 4 beers per person)

Château La Besage, Bergerac 2017

Light, easy drinking Sauvignon from Bergerac

London Meantime Pale Ale and Larger

Hildon Mineral Water

Selection of Soft Drinks including Lemonade, Ginger Beer & Apple Juice

- All service, glassware, ice, cooling and bar equipment is included.
- Additional drinks on top of this are available on consumption basis
- Drinks can be altered and upgraded but this will affect the package price.
- Please contact us for upgrades and other options

ADDITIONAL PACKAGE INCLUSIONS



Chefs, Management and Staffing

Our Special Events Manager will take full responsibility for your event ensuring every detail is arranged and coordinated exactly as you want it. Throughout the event our staff are there to provide attentive, discreet and smiling service to ensure your event is the very best.

Cloakroom

We can provide equipment and two staff members to man the cloakroom.

Waiting Uniform

Our staff are dressed in white shirts, grey checked waistcoats and bronze ties with black aprons.

Furniture and Linen

Chairs will be provided by the venue. In addition we would provide the following, included in the package price:

- 2 Bar Tables
- 3 Poseur Tables
- 3 Occasional Tables
- White linen for occasional & poseur tables
- Black linen for bar tables

The above is based on plain white or black linen; various other colours, patterns and fabrics are available at additional charge which will affect the package price.

Enhancement and Design

We are able to hire in speciality equipment to enhance the look of your event. This may include the hire of speciality glassware, unusual china, lighting and production, patterned or textured table linen, floral arrangements, or display bars.

We can also work with your corporate colours or any specific theme you have for the event. Please contact us for options and ideas on how to incorporate this into the catering.

UPGRADE OPTIONS

Drinks Upgrades

Arrival Reception

Upgrade to Lagache Champagne

£3.00 per person

Wine Upgrade

Category B Wines

£3.00 per person

Category C Wines

£5.00 per person

Additional Options

Upgrade to House Spirit bar

£12.00 per person

Additional Hours

For the canapé package, we can extend the hire period and drinks package at a charge of £12.00 per person per hour up to a maximum of a two hour extension.

For longer hire periods, additional venue hire and staff charges may apply – please speak to us with your requirements.

Linen Upgrades

The package price includes plain white or black linen. Upgrades are available at additional charge. We have made some suggestions below to complement the beautiful surroundings of the Museum & Chapter Hall:

Upgraded linen as below @ £2.00 per person



OTHER DETAILS

Numbers

Package price is based on the minimum number of guests noted on page 3 of this proposal. If your numbers drop, our overheads do not reduce in the same proportion and therefore the package price will increase. Once you confirm your booking, this is the number that we will work on. Please notify us of any change in this number as soon as possible and at the latest by 12pm on Tuesday* or Thursday** the week before the event. Dietary requirements must also be confirmed at this time. Under our terms the number cannot be reduced after that date without charge, as we will have started to order food and have scheduled staff.

Terms of Payment

A written confirmation and a £500.00 booking fee is required to secure the booking. We then require 70% of the total expected charge to be paid before the event. The balance is due within three weeks of our invoice being presented.

Terms and Conditions

We draw your attention to the full Terms and Conditions detailed on the back of this estimate under which we agree to provide catering services.

*Final numbers are due by 12pm on a Tuesday if your event is held on the following Monday or Tuesday.

**Final numbers are due by 12pm on a Thursday if your event is held on the following Wednesday, Thursday, Friday, Saturday or Sunday.



SUSTAINABILITY

Sourcing Seasonal Ingredients

Our main concern is with taste - we buy locally because food miles do not improve the taste of our ingredients or reduce the impact we have on our environment. We use sustainably sourced fish, working with the Marine Stewardship Council to keep abreast of sustainable fish stocks. We encourage clients to make menu selections from our ethically responsible menus, rather than choosing out-of-season ingredients.

Fair Trade

We are committed to using small scale producers where we can and working directly with them to ensure they receive a fair price for their produce. When sourcing further afield, tea, coffee, sugar and exotic fruits must be fairly traded to earn a place in our kitchens.

Dealing with Surplus Food

Whilst we do our upmost to ensure we don't over order or prepare excess ingredients, sometimes we do have surplus food. Party Ingredients works with two charities, Fareshare and Plan Zheroes to redistribute this surplus from events. The food has gone to a number of local hostels who have used it to feed those in their care. We also regularly redistribute surplus food from larger banquets over the past 5 years.

Dealing with Food Waste

Party Ingredients recycle 100% of our food waste at our base in South Quay. Food waste is then recycled to form compost, energy (using anaerobic digestion) and fertilisers for farms in Kent.

CSR

Party Ingredients works with a range of organisations to ensure that environmental and social wellbeing are not sacrificed in our supply chain. We prioritize the wellbeing and social capital of our team, encouraging personal development and physical and mental health.

London Living Wage

Party Ingredients pays the minimum of the London Living Wage to everyone involved in our events. We have a fantastic team of service staff, support staff and junior event professionals who go the extra mile to guarantee the success of our events.

Single Use Plastic

Party Ingredients is committed to cutting down on single use plastic across our operation. Using quality glassware, glass bottles, wheat straws and biodegradable products lowers our carbon footprint and reduces non-recyclable waste production.



TERMS & CONDITIONS

Numbers

The high quality of our catering depends on the fact that any event we undertake is separately planned, purchased and cooked. This does mean, however, that we have to have very strict terms regarding numbers.

- 1) All prices are quoted for a specific number of guests. When numbers drop, our overheads do not reduce proportionally and therefore our menu prices increase.
- 2) We require confirmation of numbers to be catered and charged for as well as all special dietary requirements on the Thursday before the week of an event (or for Monday and Tuesday functions on the Tuesday the week before the event). After this date, increase in numbers of up to 10 people can usually be accommodated but no allowances can be made if numbers drop.
- 3) If the number of guests attending exceeds the numbers booked (and we are able to cater for them) we will charge for the greater number.
- 4) If the number of guests attending is less than the number booked we will still charge the total number ordered.
- 5) Should additional dietary requirements be requested after this date, we reserve the right to charge for additional meals as we would have already prepared and catered for the confirmed number of standard menus.

Cancellation

Once a particular date is booked we reserve the staff and kitchen time to do that function on that date and we will refuse other events which come in later. Therefore, cancellation charges are payable for any cancellation of a confirmed date. The minimum cancellation charge is 10% of the total estimated cost. This will increase to 20% within two months of the event, 40% within one month of the event and up to 100% within the week.

Methods Of Payment

Payment of invoices can be made by BACS, by cheque or by debit card. We also accept credit card payments by MasterCard, Visa or American Express although these will be subject to a 2% surcharge to cover bank processing charges.

Payment

Deposit payments are required from all non-account clients and paid three weeks prior to the event. Payment of a final invoice is required within three weeks after the event.

Food Tastings

We are happy to provide a food tastings of the chosen menu for confirmed events where the expected turnover of the event exceeds £8,000.00. In cases where the turnover is less than £8,000.00, or the booking is not confirmed, we will make a charge for the tasting of £300.00.

Damage to Property

- 1) If Party Ingredients' property is willfully or negligently damaged or stolen at a function the replacement cost is payable by the client.
- 2) If we book premises, a marquee or other property on behalf of the client, the responsibility of security or damage to property will rest with the client.
- 3) If a client's property is willfully or negligently damaged by Party Ingredients we will be responsible under our liability insurance.

Ingredients

Whilst every effort will be made to produce the exact agreed menu we reserve the right to alter a particular ingredient if it is not available.

Allergens

Our dishes are prepared in kitchens that are not free from allergenic ingredients. Please contact a member of our staff if you have any concerns or queries regarding specific allergens

Food Left Over

It is not our policy to leave left over food as it is never the same the following day. If, however, you wish to keep the food you must ask the event manager in charge on the site. They will then transfer any left overs to your own dishes once the service staff have been fed.

Access

We require 'reasonable' access to the area of an event in order to deliver and collect our catering equipment. This will include use of lifts to upper floors, use of loading bays and vehicular access.

Cleaning Up

We always leave an event as neat and tidy as possible and we undertake to completely clean up any kitchen we use. This does not however, mean we will clean the function area. Unless otherwise arranged, rubbish will be neatly bagged up and left for your dustmen to collect.