



Summer Party Packages 2020

An Andalusian Fiesta

Packages for Corporate Summer Parties at the
Museum of the Order of St John

INTRODUCTION

The fabulous Cloister Garden of the Museum of the Order of St John is the perfect setting for an “*Andalusia Fiesta*” summer party. Party Ingredients caterers are once again collaborating with the Museum to provide these specially themed summer hospitality packages.

A 200-year old olive tree is the centrepiece of this beautiful secret garden. Red fiesta bunting will flutter overhead; tables will be dressed in bright colours with citrus fruits and baskets of fresh herbs; and classic Andalusian paraphernalia will create a relaxed entertaining environment amongst a fragrant mass of roses and lavender. Add to the atmosphere by booking a Flamenco guitarist to provide background music or a fabulous Flamenco dancer to set the party alight!

Guests will be welcomed with chilled Sangria and our packages include unlimited Spanish wines, beers and soft drinks for the duration of the party. The ‘theatre’ will be supplied by authentic Andalusian cuisine including the option of chefs cooking on barbecues & preparing the “Huge Fiesta Paella”. Our service staff, entering into the spirit of the theme will wear black shirts and aprons, red sashes and red carnation accessories in their hair. Guests can photograph one another in the Matador or Flamenco photo cut-outs and mingle in the gardens as they please.





PACKAGE 1 – “Cocktails in Seville”

A lightly themed canapé party with the excitement of a Fiesta in a beautiful Andalusian garden. The drinks offer begins with cool refreshing Sangria and then includes unlimited wines and beers for the duration of the party.

The menu is full of Spanish favorites and combines a careful balance of meat, fish and vegetable based canapés offered round by Party Ingredients’ staff.

Drinks Offer

Unlimited Drinks Package for up to 3 hours

Chilled Sangria

Andalusian White, Red and Rosé Wines

San Miguel Beer

Citrus Fizz (*orange, lemon & lime*)



Pricing

Inclusive of 3-hour venue hire, catering, drinks and theming with 2-hour food service

£76.00 per person - based on 150 guests

£85.00 per person - based on 100 guests

£95.00 per person - based on 80 guests

All prices are subject to VAT

PACKAGE 1 – “Cocktails in Seville” *continued*

Cold Canapés

Serrano Ham & Black Fig
Toasted Almonds

Manchego & Quince Skewers

Chargrilled Gambas
Green Herb Salsa

Stuffed Artichoke Hearts
with Garlic & Mushrooms

Shots of Gazpacho
Basil Oil

Warm Canapés

Pimento & Onion Tortilla

Fried Calamari
Lemon Mayonnaise

Chicken & Spanish Courgettes
Aioli Dipping Sauce

“Albondigas” Meatballs
Tomato Dipping Sauce

Monkfish with Iberico
Saffron Crème Fraiche

Something Sweet

Seville Orange Sorbet
Dipped in Chocolate

Raspberry & Almond Tart



PACKAGE 2 – The Flamenco Festival

Chefs preparing and serving a giant Paella and cooking a range of Spanish dishes on open barbecues.

The Party will be dressed with red festival bunting, bright fabrics, Citrus Fruits and Herbs. Staff will be dressed in Black Shirts with Red Sashes and the female staff will have Red Carnation accessories in their hair.

Chilled Sangria will be served on arrival, then guests can choose unlimited Andalusian wines, beers or soft drinks for the duration of the party.



Drinks Offer

Unlimited Drinks Package for up to 3 hours

Chilled Sangria

Andalusian White, Red and Rosé Wines

San Miguel Beer

Citrus Fizz (*orange, lemon & lime*)

Pricing

Inclusive of 5-hour venue hire, catering, drinks and theming with 2-hour food service

£90.00 per person - based on 150 guests

£102.00 per person - based on 100 guests

£112.00 per person - based on 80 guests

All prices are subject to VAT

PACKAGE 2 – The Flamenco Festival *continued*

From the BBQ

Paprika Roasted Chicken Breasts
Green Herb Salsa

Beef & Chorizo Kebabs
Wild Garlic Mayonnaise

For Vegetarian Guests

Manchego, Zucchini & Aubergine Kebabs
Wild Garlic Mayonnaise

For Vegan Guests

Stuffed Pimento with Chick Peas & Lentils
Romesco Sauce

The Showstopper

Prepared in front of guests

Vegetable Paella
with Artichoke, Asparagus, Aubergine,
Butternut, Peas, Herbs & Vine Tomatoes

Sides

Crisp Green Salad
Lemon Dressing

Multi-coloured Heritage Tomatoes
Red Onion & Basil

A selection of Artisan Breads

The Flamenco Dancers' Desserts

A multi tiered central display dressed with layers of delicious Spanish desserts, decorated with a cascade of Oranges, Lemons and Limes

Lemon & Almond Tartlets
with Raspberries

Pedro Ximénez Meringues
with Redcurrants

Citrus Crème Shots
with Chocolate-dipped Orange Peel



OTHER DETAILS

Packages include:

The attached catering packages are fully inclusive of the following:

- Venue hire and facilities charge from 6.30 - 9.30pm (Package 1)
- Venue hire and facilities charge from 6.30 - 11.30pm (Package 2)
- Menu as detailed in each package
- Drinks package as detailed
- Management, chefs and service staff
- All furniture and table linen
- All catering equipment
- Themed décor as detailed



Optional Additions / Not Included:

- Additional meals for any of your own staff or entertainers
- Flower arrangements
- VAT

Entertainment

We would be delighted to organise entertainment for your event, to match the theming. Please contact us for more details.

All pricing excludes VAT

DJ - from £750.00

For dancing in the Chapter Hall of St John's Gate

Flamenco Guitarist on arrival – from £475.00

Flamenco Dance Performance - £300.00 per dancer
with Wooden Flooring

Jamón Ibérico Carving Station - from £710.00
including the Jamon & a trained carver

Spanish Cheese & Wine Tasting Table - from £600.00
6 special Cheeses paired with 6 wines and a sommelier to guide guests through

Flamenco Fans – from £100.00 for 20 mixed pattern fans

OTHER DETAILS

Drinks Upgrades

Cava Reception - £2.00 per person

Upgrade to Lagache Champagne Reception - £6.00 per person

White Wine Upgrade

Albariño – Bodegas Santos 2018 - £2.50 per person

Red Wine Upgrade

Rioja Crianza, Hazana 2015 - £2.50 per person

Upgrade to unlimited full spirit bar - £8.00 per person

Meals for Entertainers etc.

If you require us to provide meals for any staff or entertainers we can provide either:

- The same as the guests at £4.00 less than the menu price
- A 2-course supper at £24.00 per person
- Sandwiches and light refreshments at £9.50 per person

Furniture and Linen

The prices quoted include 6 poseur tables clothed in bright fabrics, fiesta bunting and all necessary food station furniture and decor.

Venue Hire

The Cloister Garden and Museum rooms are buildings of outstanding architectural significance and contain valuable pieces of art and furniture. Guests will be required to respect this at all times and behave in an appropriate manner.

We reserve the right to reject a booking application if we do not consider it suitable for the premises.

Numbers - 80-150 guests

Prices are based on the number of guests stated. If your numbers drop, our overheads do not reduce in the same proportion and therefore our menu prices 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 5.30pm one week before the event. Under our terms the number cannot be reduced after that date, as we will have started to order food and have scheduled staff.

Availability of Catering Services

Please contact us for availability.

Terms of Payment

A booking deposit of £500.00 is required to secure the booking. We then require 70% of the total expected charge to be paid 3 weeks before the event. The balance is due within three weeks of our invoice being presented.

FINAL NUMBERS & PAYMENT TERMS

Numbers

Package pricing is based on the minimum number of guests noted on page 4 or 6 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 utmost 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, and to the Calvary Church. We have successfully distributed surplus food from all Corporation Banquets in the past 5 years. If selected we would commit to do this for leftover food from this event.

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.



PARTY INGREDIENTS 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. Payment of a final invoice is required within three weeks after the event.

Food Tastings

We are happy to provide food tastings 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 wilfully 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 wilfully 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.