

Re: - Masonic Lodge Ladies Festival – 2017/2018

Dear Mr Sir/Madam,

Further to your enquiry, I am pleased to enclose information regarding the Ladies Festival Weekends we offer & thank you for considering our hotel for this occasion.

Please find below a summary of the package we offer – although this is very flexible and can be tailor made to suit your requirements.

I have also enclosed an example programme of a weekend held this year from a Lodge based in Luton. This is just an example that I hope may be of use to you.

Our 2-night package includes:-

Friday

- Arrival from 2.00 pm.
- Use of our Leisure Club with Pool, Jacuzzi, Steam Room & Sauna
- 3 Course Table D'hôte Dinner either in the event room or individual Dining in the Seasons restaurant
- Evening Entertainment – e.g. Disco, Fun Quiz, Pianist, Singer or other.
- Overnight accommodation

Saturday

- Full English Breakfast
- Use of the Leisure Club
- Gala Dinner & Dance
- Table Flowers & Decorations
- Professional Toast Master (can sing Ladies Song if required)
- Photographer with Immediate printed Mounted Photos @ £9.95 each
- Entertainment – Function Band suitable music for your occasion
- Overnight Accommodation

Sunday

- Full English Breakfast
- Guest depart – Midday departure

The tariff varies according to guest numbers staying on Saturday night, therefore:

£150.00 for 60-70 £145.00 for 70-80 £140.00 for 80-100 £135.00 for 100 plus

The tariff is per person for the 2 nights and based on two guests sharing a double or twin bedded room. Any guests wishing to stay just 1 night, the evening of the Gala Dinner the cost for this is £85.00 per person. These prices include VAT.

Children aged 5 to 16 years and sharing with parents will be charged £55.00 per child for the weekend. Children under 5 years go free.

Up to 5 single occupancy rooms may be booked without a single room supplement being incurred. Any beyond 5 rooms will incur a supplement of £50.00 per room for the total stay.

If any of your party would like to extend their stay we can offer extra nights at a reduced rate of £42.50 per person, Dinner Bed & Breakfast per night. For a guest to attend the banquet only the charge will be £45.00 per person.

Confirmation of guests numbers/bedrooms is required 2 weeks prior to the festival and cancellations received from the Wednesday onwards immediately prior to the weekend may be chargeable.

We can also upgrade your package and listed below are just some of the ideas we have to offer:

- Sunday Lunch
- Bucks Fizz Receptions
- Afternoon Tea
- Pre-dinner Canapés
- Cabaret (e.g. Comedian)

With regards to parking, we provide free 24 hour parking at the hotel with adequate spaces for your guests.

In an ideal location the Chichester Park Hotel is situated just off of the A27, about a mile away from the main city centre with Chichester Cathedral, Chichester Canal & the main High Street for shopping. You will also find Goodwood Rack Track & Motor Circuit just 1 mile up the road in the Country Side. We are also just a 15-minute drive from Bognor Regis, 20 Minute Drive to Portsmouth and 45 minute drive to Brighton.

Please find enclosed a copy of our hotel brochure and banqueting menus relevant to your event.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

Dean Chahboune
Manager

Menu Selector

Starters

French Onion Soup with a Cheese Crouton

Carrot and Coriander Soup with Rosemary Croutons

Cream of Tomato Soup with fresh Basil

Salad of Warm Spiced Chicken with Seasonal Leaves and Spiced Pineapple Chutney

Warm Goats Cheese and Caramelised Onion Tart with a Cherry Tomato Salad

Traditional Smoked Salmon with fresh Lemon and Chive Crème Fraiche

Roasted Tomato and Mozzarella salad with Pesto Dressing

Smooth Chicken Liver Pate served with Onion Marmalade and Wholemeal Toast

Greek Salad with Olives, Feta Cheese, Red Onion, Tomato and Balsamic Dressing

Fanned Honeydew Melon served with an Apricot and Ginger Compote

Melon and Orange Salad with Toasted Pine Nuts and a Honey Dressing

Prawn and Smoked Salmon Salad with baby gem Lettuce and Marie Rose Sauce

Smooth Mackerel Pate with Horseradish Cream and Hot toast

Ham Hock Terrine with Mustard Dressing and Rocket, served with Hot Toast

Warm Spiced Chicken Tikka Skewers with Minted Yoghurt and Seasonal Leaves

Baked Flat Mushroom topped with a Stilton Gratin and Salad Garnish

Avocado, Tomato and Mozzarella Salad with Pesto Dressing

Fanned Honeydew Melon with Seasonal Fruit and Pimms Jelly (or Ginger Jelly if preferred)

Chicken and Chorizo Salad with Caesar Dressing

Parma Ham, Water Melon and Feta Cheese Salad

Main Courses

Traditional Roast Sirloin of Beef with all the accompaniments

Fillet of Beef Wellington with Red Wine Sauce

Traditional Roast Turkey with all the accompaniments

Roast Breast of Chicken with a Bacon, Mushroom and Red Wine Sauce

Chicken Breast stuffed with Mozzarella, wrapped in Bacon and served with a rich jus

Roast Loin of Pork with Sage and Apple Sauce

Traditional Roast leg of Lamb with all the accompaniments

Pan Roasted Rump of Lamb served with Rosemary Gravy

Grilled Fillets of Sole coated in herb breadcrumbs and served with White Wine Sauce

Beef Bourguignon – Slow cooked Beef with red wine, Silverskin Onions, Bacon and Mushroom

Chicken Breast Wrapped in Parma Ham, Stuffed with Pesto Cream Cheese, Red Wine Sauce

Chicken Breast baked in Fresh Tomato Sauce, Topped with Mozzarella and Pesto

Pan Fried Medallions of Pork Fillet with a Wholegrain Mustard Cream Sauce

Grilled Fillet of Salmon with an Asparagus and Smoked Salmon Sauce

Salmon and Smoked Haddock En-Croute with a White Wine and Herb Sauce

Grilled Fillets of Sea Bream with Sautéed Potato, Cherry Tomato, Spinach, Sweet Pepper Coulis

Grilled Fillet of Pollock Stuffed with Spinach and Served with Mornay Sauce

Seared Fillets of Sea Bass with Roasted Tomato and Herb Sauce

Baked Fillet of Cod with a Cheese and Herb Crust and Dill Cream

Tomato, Onion and Feta Tart with Rocket and Black Olive Salad

Aubergine, Courgette, Pepper and Red Onion Crostini topped with Mozzarella

Avocado and Mushroom Bake with fresh dressed Salad

Asparagus, Spinach and Goats Cheese Tart with Sweet Chilli Dressing

Roasted Butternut Squash & Courgette Risotto with Parmesan Crust Stuffed Flat Mushroom

Desserts

Traditional Summer Pudding with a Compote of Berries and fresh Cream

Profiteroles flavoured with Baileys and served with Chocolate Sauce

Warm Chocolate Brownie with Crème Anglaise

Baked Vanilla Cheesecake with a Black Cherry Compote

Cheese platter with Grapes, Celery and Biscuits

Sticky Toffee Pudding with Custard

Strawberry Sable Heart with Chantilly Cream and Fruit Compote

Choice of Ice Cream or Sorbets served in a Crisp Brandy Snap Basket

Warm Bakewell Tart with Vanilla Ice Cream

Triple Chocolate Terrine with Homemade Plum Compote

Fresh Fruit Salad with Vanilla Ice Cream

Lemon and Raspberry Meringue Roulade with Summer Fruit Compote

Rhubarb and Apple Crumble with Custard

Vanilla Panna Cotta with Raspberry Compote

Rhubarb Crème Brulee

Eton Mess – Summer Fruits Crushed Meringue and Chantilly Cream

Iced Banana Parfait with Peanut Brittle and Chocolate Crumb

Chocolate and Orange Cheesecake with Orange Syrup and Raspberry Sorbet

Coffee

Fresh Filter Coffee or Tea served with Chocolate Mints

Ladies Festival

Event Sheet

Numbers Friday Night – 115 guests approx
Saturday Night – 115 guests approx

Timings

Friday 28th

2.00pm onwards Guests arrive individually. **Bar to be well staffed for drinks/teas and bar meals.**
Credit Card authorisations to be taken for any extras and wine lists to be handed out
Welcome letter from Lodge to be placed in each room (by hotel).
Wine with meal can be pre ordered at reception or the Club Bar
5.30pm DJ to set up for quiz night if necessary
6.30-8.00pm Guests to dine from a 3 Course Menu in Festival Suite (**No Seating Plan – but all tables to be circular**)
9.30 onwards Fun Quiz Night and disco/karaoke
12.00am -1.00am Guests retire to bed

Saturday 29th

8.00am - 11.00am Breakfast served in the Festival Suite
Throughout the day the guests will go out & do as they like
2.00pm Guests staying 1 night only arrive
5.30pm Guests can pre order wine for meal at reception or bar throughout the day
All guests meet in the bar/lobby area pre-dinner drinks
Photographer to have studio set up in the restaurant and print photos on the night
Band to have set up.
6.30pm Guests go through to the event suite for Sit-down (toastmaster to announce)
7.00pm 5 Course Gala Dinner to be served followed by tea/coffee with mints.
Keyboard player of Band to play during dinner (between toasts)
9.30pm – 10.00pm Band begins entertainment (supplied by Hotel)
11.00pm Raffle is drawn
12.30am approx Entertainment finishes
12.30am Hot Bacon Rolls served (sufficient for 90 guests)

Sunday 30th

8.00am - 11.00am Breakfast served in Festival Suite/Restaurant TBC.

Details

Friday

Dinner Dinner will be served in the Festival Suite between 6.30pm – 8.00pm
3 Course meal to be available followed by Coffee & Mints

Menu

- Cream of Tomato and Basil Soup
- Warm Tikka Chicken Salad with Minted Yoghurt
- Prawn and Feta Salad with Balsamic dressing

- Pan Roasted Chicken Breast with a Red Wine, Bacon and Mushroom Sauce
- Baked Fillet of with a Cheese and Herb Crust and Smoked Salmon Sauce
- Chinese Style Vegetable Stir Fry with Egg Noodles and Hoin Sin sauce

- Tangy Lemon Tart with Raspberry Coulis
- Apple and Blackberry Crumble with Custard
- Selection of Dairy Ice Creams

- Freshly Brewed Tea or Coffee with Chocolate Mints

Drinks All guests pay for own drinks all evening.

Decorations Tea Lights on each table. Simple Flower arrangement on tables.

Entertainment Fun Quiz Night followed by Disco

Layout: Round tables of 8-10. No top table.

Saturday

Pre Dinner Drinks All drinks paid individually
 Prior to dinner, photographs will be taken in the restaurant area with a studio set up
 Photographer to be set up by 5.30pm (Photographer to be supplied by Hotel)

Gala Dinner Menu All guests have the following set menu

- Cream of Leek & Potato Soup with Croutons
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- Lemon Sorbet with Passion Fruit
-
- Traditional Roast Rib of Beef with Yorkshire Pudding (Jug of extra gravy for each table)
-
- Profiteroles filled with Baileys Cream, drizzled with Chocolate Sauce
-
- Cheese Platter (1 Platter per table and to be left on table until end of evening)
-
- Freshly Brewed Coffee & After Dinner Mints

Alternatives for special dietary requirements:

Starter: Avocado, Tomato and Mozzarella salad with Basil Dressing
 Main Course: Savoury Ricotta & Spinach Pancakes, Parmesan & Tomato Sauce
 Dessert: Mixed Ice Cream with Chocolate Wafers

Drinks Pre ordered wine to be on tables at sit down or very soon after
 Jugs of iced water to be on all tables for sit-down

Toast Master To introduce speeches and songs – toastmaster to be provided by Hotel.

Layout As enclosed
 Need a Table for Raffle Prizes & Drum

Decorations Lodge provide:-
 Ladies Presents Place name cards Menus Table plan

Hotel to provide:-
 Black & Silver serviettes in wine glasses along with white linen napkins
 Black and Silver Balloons Table Confetti Flowers for each table
 Raffle Drum

Entertainment Band to be supplied by Hotel and will play from approximately 9.45pm – 12.30am

Speeches Toasts to be announced by toastmaster – during courses.
 Staff to clear all tables simultaneously at end of each course

Account details All DBB accounts to be transferred to Lodge account
 Guests to settle for any other extras and drinks

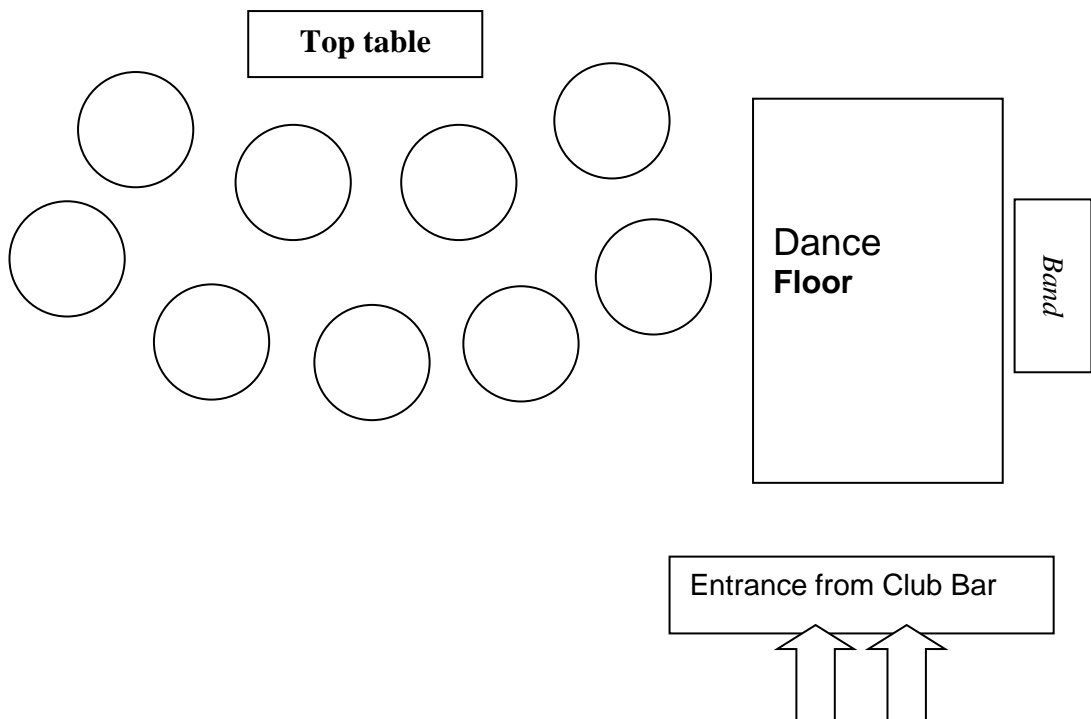
Rates per Room Based on double occupancy and include dinner

Thursday:	£85.00
Friday:	£135.00
Saturday:	£135.00
Sunday:	£85.00

Guests staying 1 night Saturday only will pay £85.00 per person

Guests attending dinner only on Saturday pay £45.00 per person

Layout of Festival Suite for Saturday Dinner Dance





CHICHESTER Park Hotel

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Ladies Festival Weekend Booking Form

We've tried to make our terms as simple as possible, if however, you have any questions, please feel free to speak to us before you sign them.

Provisional Bookings can be held for up to fourteen days.

To secure your booking a non-refundable deposit of £500.00 is required together with a signed copy of these terms and conditions.

Payment of balance is due on the weekend of your event unless you wish to pay prior. Payment can be made by Debit Card, Cheque, Cash or BACS. Payment of Balance by Credit Card is not possible.

Final guest numbers are required 2 weeks prior to the Ladies Weekend. The Hotel will keep a further 2 bedrooms on allocation in case of late additions at no cost to the Lodge should they not be required. Cancellations of guests received on or after the Wednesday immediately prior to the Ladies Festival will be chargeable.

In the unfortunate event of cancellation of the Ladies Weekend entirely, a cancellation charge of £500.00 is payable within 28 days of the date of the proposed weekend. The deposit already paid would also be forfeited.

Charges are based on numbers staying overnight on Saturday night and outlined in the Ladies Weekend Information Pack. Should less than 60 guests stay overnight on Saturday the provision of a Toastmaster within the package price will be forfeited. All package prices are guaranteed at the time of booking by the hotel regardless of how far ahead you have made the booking .

For any third party contractors visiting the hotel (such as bands and entertainers) under your instruction, you must ensure current and adequate 'Public Liability Insurance' is in place. Copies of their insurance policies must be made available at the time that final details are confirmed.

By signing below, it confirms that you agree to above listed terms.

Lodge Name and Number.....

Organiser NameOrganiser Signature

Date of Ladies Festival Weekend.....Date of Signature.....