A Very Special Occasion
At The Roebuck Inn

When there is a special occasion coming up and you want to celebrate in style, why not let someone else do the hard work for you?

Perhaps there is.....

a special birthday coming up, maybe a 21st or a 40th or even an 80th,
a christening for a new member of your family,
a special anniversary, silver, ruby or golden to name a few,
a retirement after many years of work,
a club presentation,
a reunion of friends or family,

.....or it could be that you just fancy a party!

To provide the perfect setting for your party, what could be better than a character 15th century building with its own local history and retaining features of its period. The Roebuck Inn, Stevenage provides all the right ingredients to ensure your special occasion goes well.

There is so much to do in the run-up to a special occasion, but with some thoughtful planning and the help of our experienced Function Co-Ordinator, organising the perfect party can be achieved. They will be delighted to help in every way they can to ensure the planning and the party itself goes smoothly.

There are many approaches to organising a party for a special occasion, from a formal sit down meal, a buffet, or drinks with canapés or even afternoon tea, perhaps including dancing with a disco or live band. The party may be a formal affair, with a traditional approach, or a more relaxed and informal get together with a few friends and family.

Make your special occasion, however big or small, a memorable one.

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YOUR PARTY CELEBRATION

CHOOSING YOUR RECEPTION ROOM

Here at the Roebuck Inn, we have two rooms to choose from, depending upon your requirements.
For a sit down meal or an informal style buffet for up to 40 guests, we have the Garden Suite, which boasts a high ceiling with extensive wooden beams and an open log fire in the winter months, giving a lovely Olde Worlde feel to the room. The tables in this room may be arranged in several ways, depending upon your preference.
The room hire charge for the Garden Suite is £75.00.

For a slightly larger sit down meal, our Restaurant can seat up to 60-70 guests. However, with the dance floor on show, ready for an evening of dancing with a disco, our Restaurant can seat up to 50 guests for a sit down meal. For a party that requires a buffet and disco only, our Restaurant can hold up to 100 guests with an informal layout.
The room hire charge for the Restaurant is £100.00. Room Hire of £100 is applicaple only if a buffet is ordered for a minimum of 30 guest. If no food ordered Room Hire is £200.00

We also have a room leading from the Restaurant, the Gun Bar, where a private bottle bar can be set up. With its wooden beams and open fireplace, your guests can enjoy a more relaxed atmosphere away from a disco.
The room hire charge for the private bar in the Gun Bar is £50.00.

CHOOSING YOUR MENU

Our Special Occasion menu selectors are enclosed. We will gladly arrange for any special dietary requirements and children to be catered for. Prices range from £19.95 per person for a three-course sit down meal with coffee, to £33.95 per person for a presentation buffet.

CHOOSING YOUR WINE AND DRINKS

Our drinks package selector is enclosed and recommends a choice of drinks for your Special Occasion, if required, from £8.25 to £17.25 per person. We have a main bar which has a wide range of drinks to choose from, including a cask ale selection for those real ale drinkers. There is also the option of a private bottle bar if required.

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YOUR PARTY CELEBRATION AT THE ROEBUCK INN INCLUDES THE FOLLOWING –

A dedicated Function Co-Ordinator to assist you at every stage

Private use of a function room

Seating plan advice

Table Set-up with white Linen and full set of cutleries

18" round or square single tier cake stand and knife, if required

Preferential bedroom rate for all party guests when booked in advance

Special children's menu

Advice on floral arrangements

Advice on balloon arrangements

Advice on entertainment – we can hire a DJ for a charge of £250.00

Service and VAT

CHOOSING YOUR MENU

We have devised a variety of dishes to help you arrange a menu that will complement your special occasion, whether you require a formal meal or a less formal buffet.
You may decide to have a three-course meal from the sit down menu selection, or choose upon a two-course fork buffet or three-course presentation buffet.
Alternatively, for an evening function, you may like to make up your own finger buffet from our extensive selection of dishes on offer.
Special dietary requirements and children may also be catered for as required.

SIT DOWN MENU SELECTIONS

Please choose from the dishes listed, selecting one starter, one main course and one sweet for your entire party.

STARTERS

Soup

Cream of tomato and basil soup topped with chunky croutons	£3.95
French onion soup with a melting cheese croute	£3.95
Hearty Minestrone soup garnished with fresh Parmesan cheese	£3.95
Cream of broccoli and Stilton soup finished with crumbled Stilton	£4.25

Cold

Fan of honeydew melon accompanied with refreshing lemon sorbet and raspberry coulis	£4.75
Duo of pates – smooth duck and orange pate and course Ardennes pate accompanied with Cumberland sauce and hot toast	£4.95
Beef tomato filled with prawns and Marie-Rose sauce resting on a bed of rocket leaves	£5.95
Half a galia melon filled with kiwi fruit and strawberries draped in a strawberry vinaigrette	£5.95
Antipasti – an Italian selection of Parma ham, Milano salami, Buffalo mozzarella and mixed olives dressed with basil oil and served with ciabatta bread	£6.50
Traditional smoked salmon simply served with a wedge of lemon and a malted wheat petit pan	£6.95

Hot Starter

Duo of potato skins filled with crispy bacon and melting cheddar cheese and mushrooms and creamy Stilton, accompanied with sour cream and chives	£4.95
Deep fried Brie wedges in a crispy crumb coating served with a garlic mayonnaise dip	£5.00
Field mushrooms filled with Brussels pate and wrapped in bacon then napped with a creamy white wine and tarragon sauce	£5.25

MAIN COURSES

Meat

Half a roast chicken accompanied with bread sauce and a rich gravy	£10.50
Roast turkey with sage and onion stuffing, bacon roll, cranberry sauce and a rich gravy	£10.95
Roast topside of beef with Yorkshire pudding, horseradish sauce and a rich roast gravy	£11.95
Roast loin of pork served with an herb and apple stuffing ball, crackling, apple sauce and a rich gravy	£11.95
Sautéed chicken breast finished with a red wine, mushroom, onion and lardon sauce	£11.95
Roast leg of lamb with an apricot and sage stuffing ball and a mint jus	£13.50
Pan-fried medallions of pork napped with a creamy Stilton and green peppercorn sauce	£13.95
Chicken breast stuffed with melting Brie and napped with a creamy white wine and asparagus sauce	£14.00
Chargrilled sirloin steak cooked pink and napped with a hazelnut sauce	£14.95
Individual fillet steak en croute surrounded with a mushroom duxelle and pate, wrapped in puff pastry and cooked pink then served with a red wine jus	£19.50
Individual roasted rack of lamb coated in a herb crust, cooked pink and finished with a redcurrant jus	£19.75

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MAIN COURSES

Fish

Whole rainbow trout stuffed with a herb and tomato breadcrumb and finished with lemon butter	£11.75
Salmon steak filled with spinach and cream cheese and napped with a creamy white wine and tarragon sauce	£13.75

Vegetarian

Mushroom stroganoff accompanied with a timbale of pilau rice	£9.95
Filo parcel filled with roasted vegetables and surrounded with a pesto dressing	£10.50
Hot baked avocado with a mushroom duxelle, sprinkled with Stilton cheese and coated in a béarnaise sauce	£10.50
Aubergine stack layered with herb pancakes, melting mozzarella, peppers and aubergines resting on a bed of provencale sauce	£10.95

All main courses are served with Chef's selection of vegetables and potatoes unless otherwise stated

DESSERTS

Fresh fruit salad with a cordon of Grand Marnier cream	£4.50
Chocolate fudge gateau surrounded with a pool of rich chocolate sauce and cream	£4.95
Lemon meringue pie served with lemon zest whipped cream	£4.95
Warmed apple pie with a cordon of creme anglaise	£4.95
Baked vanilla cheesecake accompanied with a duo of fruit compotes	£4.95
Profiteroles filled with fresh cream and draped in a rich chocolate sauce	£4.95
Crushed meringue bound with strawberries and whipped cream laced with brandy	£5.95
Selection of cheese and biscuits accompanied with celery and grapes	£5.95
Cafeteria of coffee or freshly brewed tea with chocolate mints	£2.00

CHILDREN MENU

All children aged under 13 may choose from the following selection
Under 5's will be charged at £5.75 per child
Under 13's will be charged at £8.75 per child

Starters

Glass of orange juice
Tomato soup with chunky croutons
Chocolate, banana or strawberry milkshake

Main courses

Beefburger in a bun
Chicken nuggets
Sausages
Golden tiddlers
Pizza slices
All served with fries and beans

Desserts

Mixed ice-cream selection with a fan wafer
Fab ice lolly
Chocolate gateau with whipped cream

Alternatively, children may have half a portion of the adult's meals, including starter, main course and dessert for half price

SIT DOWN BUFFET MENU SELECTIONS

For each buffet, the dishes will be presented upon a buffet table for your guests to help themselves

Two course buffet

£18.95 per person for a minimum number of 30 guests

Warmed crusty petit pain bread rolls
A selection of cold meats including honey roast ham, roast beef, Milano salami and mortadella
A selection of salads including potato, coleslaw, rice, waldorf, nicoise and mixed salad
Jacket potatoes with butter and sour cream and chives
Navarin of lamb in a rich red wine sauce with pilau rice

Selection of three desserts followed by coffee and chocolate mints

Two course buffet

£26.95 per person for a minimum number of 30 guests

Warmed crusty white and brown petit pain bread rolls
A platter of cold meats including honey roast ham, roast beef, roast turkey, Milano salami and mortadella
A selection of salads including potato, coleslaw, rice, waldorf, nicoise and mixed salad
Minted new potatoes and pilau rice
A seafood platter with smoked salmon, prawns, mussels and smoked mackerel finished with Marie-Rose sauce
Duck and orange pate with a fruit chutney
Poached chicken breast in a creamy white wine, mushroom and pepper sauce
Beef goulash in a creamy sauce with onions, paprika and gherkins

Selection of three desserts followed by coffee and chocolate mints

SIT DOWN BUFFET MENU SELECTIONS

Three course presentation buffet

£33.95 per person for a minimum number of 50 guests

Half an Ogen melon filled with prawns bound in a Marie-Rose sauce

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Warmed crusty petit pain white and brown rolls
A platter of honey roast ham and mortadella
A duo of pates with a fruit chutney
Whole rib of roast beef
Whole crown of roast turkey
Whole dressed poached salmon
A seafood platter with smoked salmon, king prawns, mussels and smoked mackerel finished with a lemon mayonnaise sauce
A selection of salads including waldorf, potato, coleslaw, pasta, green beans with olives and tuna, rice and mixed salad
Minted new potatoes and pilau rice
Chicken stroganoff in a creamy sauce with mushrooms, onions and French mustard

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Selection of four desserts including a cheeseboard followed by coffee and chocolate mints

Finger buffet menu selections

Buffet 1 £11.95 per person

A selection of sandwiches on white and brown bread
Vegetable crudities
A selection of crisps and nuts
Cocktail sausage rolls
Chicken goujons in a breadcrumb coating and dips
Potato skins filled with melting cheddar cheese and dips

Buffet 2 £14.95 per person

A selection of sandwiches on brown or white bread
Vegetable crudities
Cocktail sausage rolls
Mini tomato and basil quiche
Mini cheese and onion quiche
Onion bhajis
Chicken fingers coated in crispy breadcrumbs
Crispy coated garlic mushrooms
Filled naan – spicy chicken & crème fresh
A selection of crisps and nuts

Buffet 3 £16.95 per person

A selection of sandwiches on brown or white bread
Cocktail sausage rolls
Chicken satay with a peanut dipping sauce
Potato skins with dips
Mini vegetable spring rolls
Smoked salmon and cream cheese blinis
Plaice goujons in a breadcrumb coating
A selection of mini vol-au-vents
Seafood sticks with a spicy dip
A selection of crisps and nuts

Tea and coffee at £2.00 per person

Finger Buffet Menu Selection

The dishes will be presented on a buffet table for your guests to help themselves.

Choose from the selection listed below.
Please note that a minimum of six different items must be chosen and that each item must be ordered in multiples of ten for a minimum number of 30 guests.
Each price quoted is per portion.

A selection of crisps and nuts (1 Bowl = 10 portions)	£1.25
Cocktail sausage rolls (6 Pcs = 1 portion)	£2.25
Mini vegetable spring rolls (4 Pcs = 1 portion)	£2.65
Onion bhajis (2 Pcs = 1 portion)	£2.55
A selection of mini quiches – cheese and onion, salmon and broccoli and quiche Lorraine (3 Pcs = 1 portion)	£2.75
Chicken fingers coated in crispy breadcrumbs (4 Pcs = 1 portion)	£2.75
Potato skins filled with melting cheddar cheese (5 Pcs = 1 portion)	£2.75
A selection of sandwiches on white and brown bread (1 Whole=1portion)	£3.25
Plaice goujons in a breadcrumb coating (5 Pcs = 1 portion)	£3.65
Crispy coated garlic mushrooms (5 Pcs = 1 portion)	£3.50
Chicken satay with a peanut dipping sauce (4 skewars = 1 portion)	£3.65
Smoked salmon and cream cheese blinis (4 Pcs = 1 portion)	£3.95

Desserts may be chosen from the main sit down menu selection

Coffee and chocolate mints	£2.00

CHOOSING YOUR DRINKS PACKAGE SELECTION

Choose from the selection below to make up a drinks package to suit your requirements and tastes, as required.
For a traditional package, you may want to greet your guests with a drink upon arrival, then offer some wine to go with your meal or buffet and then perhaps have a glass of bubbly to toast the happy occasion.

Please remember that all prices are per person.

ON ARRIVAL

To welcome your guests on arrival at the Hotel

- GLASS OF SHERRY (served in a 50ml sherry glass) £2.50
  A traditional drink popular with all ages; a selection of dry, medium and sweet will be offered

- PIMMS AND LEMONADE (served in a 284ml tall glass) £3.00
  For a hot summer's day try a refreshing glass of chilled Pimms and lemonade finished with the classic touch of cucumber, apple, orange, lemon and mint sprigs all over ice

- FRUIT PUNCH (served in a 284ml tall glass) £3.50
  A combination of white wine, archers, orange juice, lemonade and grenadine served over ice with a medley of fresh fruit

- BUCKS FIZZ (served in a 125ml champagne glass) £4.00
  A popular drink comprising orange juice topped with sparkling wine

- KIR ROYALE (served in a 125ml champagne glass) £4.75
  A very luxurious start to your special occasion with creme de cassis delicately combined with sparkling wine

- ORANGE JUICE (served in a 1 litre jug) £5.00
  For the children in your party and those guests who may not be drinking, have a refreshing jug of orange juice available alongside your chosen drinks package

CHOOSING YOUR DRINKS PACKAGE SELECTION

WITH YOUR MEAL

To compliment your chosen menu

• ONE GLASS OF HOUSE RED OR WHITE WINE		£3.25
• HOUSE WINE BY THE BOTTLE PER TABLE	from	£11.95
• WINE CHOSEN FROM OUR WINE LIST BY THE BOTTLE		please ask

FOR A TOAST

A 125ml glass of bubbly to toast your special occasion with your guests, poured whenever you are ready, perhaps after your meal or during your disco dancing!

• BOTTLE OF SPARKLING WINE – "Cava"	£14.50
• BOTTLE OF HOUSE CHAMPAGNE -	£29.95
• CHAMPAGNE BY THE BOTTLE –	Please ask

FUNCTION DETAIL NOTES/TERMS AND CONDITIONS OF BOOKING

Please call our Function Co-Ordinator to arrange an appointment to view the Hotel.
Any available date can be provisionally held on a two-week basis, this will automatically be released if no deposit has been received to confirm the booking.
To book your party, a non-transferable, non-refundable deposit of £150.00 is required – this will confirm your booking. You will also need to sign the booking terms and conditions form.
Once you have confirmed your booking, our Function Co-Ordinator will be your main contact and will work closely with you in the planning of your party. Approximately one month before your party, we will contact you to arrange a meeting to discuss the final details.
Final numbers must be confirmed no later than seven days prior to the date of your party. On receipt of your final numbers, minor increases can be catered for, however, in the event of reduced numbers, it will be necessary to charge for meals not taken. The hotel reserves the right to change a designated room, after appropriate consultation if the agreed minimum numbers are not to attend the event.
The bar will close at 12.00am, along with any entertainment and music.
Full payment must be made seven days prior to the date of the event. Payment may be made either in cash or by cheque, visa, switch, mastercard, and American express or diners card.
Any cancellations must be sent in writing. In the event of cancellation the following charges will be applied –
Three months notice or less – 50% of the quoted cost
One months notice or less – 100% of quoted cost.
All prices are inclusive of service and VAT at the current rate and may be subject to alteration without prior notice.

FUNCTION DETAIL NOTES/TERMS AND CONDITIONS OF BOOKING

Please note

Whilst every effort is made to provide the services, which we have agreed, The Roebuck Inn cannot be held liable for any inconvenience, loss or damage to property whilst on the premises.
There will be a charge for any damages to The Roebuck Inn incurred during the function party.
The Roebuck Inn reserves the right to increase prices for all products and services listed as dictated by our suppliers, and to pass these on to our customers. In this instance, we will write and inform you of any increases at the first available opportunity.
The Roebuck Inn reserves the right to cancel the booking at any time without obligation to the client.
With the exception of celebration cakes, neither the function party nor their guests shall bring any food or beverages on to the property.

All bookings, however made, shall be subject to these terms and conditions and are subject to change and availability.

Contract

I/We have read and understood the booking terms and conditions relating to The Roebuck Inn as a venue for our Function and are willing to abide by these terms and conditions.

Signed.....

Date of Function..... Deposit enclosed.....

Date.....