



PRIVATE EVENTS

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Mirfield
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Our Service

- PRIVATE EVENTS
(**6 hours maximum***)

Our upstairs space with an exclusive bar can be hired out for private events with **a maximum capacity of 100 people (includes 60 seating)**. This is a upmarket setting with an exclusive bar. Perfectly suited for corporate entertainment, Christmas parties, Christenings, funeral wakes, engagement celebrations, birthdays - to name a few. **Accessible only by stairs with handrails**. Please contact us to arrange a viewing, or view our photos online and on our social media.

We have an audio system with the capabilities of Bluetooth, you are otherwise welcome to organise your own entertainment (at the managers discretion).

We do recommend our in-house DJ - Matthew (07500535301), who must be contacted directly for bookings and pricing information

We offer 3 different menus within our catering options.

- **Hire Charge (No Catering)**: £200 (50% non-refundable deposit required to secure, the remaining balance will be charged on the day of the event)
- **Hire Charge (With our Catering)**: £100 up front deposit to secure (this amount will then be deducted from the final food bill which is chargeable on the day of the event or before, resulting in the hire charge being **free**)

Name:

Contact Email:

Contact Telephone:

Date of Event:

Event Type:

Number of Guests:

Arrival Time:

Sound Arrangement:

Catering Option:

Requests and Catering Details

SELF SERVICE BUFFET

for private events

(GF) - GLUTEN FREE / (N) - CONTAINS NUTS / (V) - SUITABLE FOR VEGETARIANS / (VE) - SUITABLE FOR VEGANS
OUR DISHES ARE PREPARED IN A KITCHEN WHERE ALL ALLERGENS ARE PRESENT THEREFORE CAN NOT GUARANTEE DISHES ARE COMPLETELY 'FREE FROM' ALLERGENS.
PLEASE INFORM THE MANAGER OF ANY DIETARY NEEDS AS NOT ALL INGREDIENTS ARE LISTED
SOME INGREDIENTS ARE MANUFACTURED OFF-SITE - WE CANNOT BE CERTAIN THAT ALL ALLERGENS ARE LISTED
ALTERATIONS CAN BE MADE TO SUIT DIETARY REQUIREMENTS UPON REQUEST INCLUDING GLUTEN FREE PASTA AND GLUTEN FREE AND VEGAN PIZZA BASES

Please choose one of the following three menus to accompany your night.
Alterations to the menu are subject to the chef's discretion, and a possible reviewed price per person will be applied.

Food will be served at 20:00 for evening bookings, unless an alternative time is agreed with the manager.

Minimum 30 people

Menu 1

19.95pp

select **2** of the below dishes

Lasagna al Forno
(traditionally baked)

Penne dello Chef
(tomato, chilli, garlic, basil, pepperoni)

Polpette Piccanti
(beef & pork meatballs in a spicy tomato sauce)

Bocconcini di Pollo
(breaded chicken goujons)

with

Arancini Sicilliana
breaded & deep fried rice balls with
mozzarella, beef ragu & peas

Selection of Pizza
(vegan, vegetarian and gluten free
options available)

Patate Arrosto (ve,gf)
roasted potatoes with rosemary and
sea salt

Mixed Salad (ve,gf)

Menu 2

14.95pp

select **1** of the below dishes

Lasagna al Forno
(traditionally baked)

Penne dello Chef
(tomato, chilli, garlic, basil, pepperoni)

Polpette Piccanti
(beef & pork meatballs in a spicy tomato sauce)

Bocconcini di Pollo
(breaded chicken goujons)

with

Selection of Pizza
(vegan, vegetarian and gluten free
options available)

Patate Arrosto (ve,gf)
roasted potatoes with rosemary and
sea salt

Mixed Salad (ve,gf)

Menu 3

A MINIMUM SPEND OF **£200** IS REQUIRED
when choosing this menu**

12" Pizza **£12.50 per pizza**
margherita, pepperoni, chicken & pancetta, ham & mushroom, vegetarian

Fries **£30 per tray (serves 20)**

Mixed Salad **£30 per tray (serves 20)**

(an option of tea and filter coffee is included within the menu pricing for
funeral wakes only, please request when booking)

Dessert Trays

£25 each, serves 15 people

Profiteroles / Chocolate Fudge Cake / Tiramisu

Terms and Conditions

Booking & Payment

- 1.1) For booking enquiries, we reserve the date for a maximum of **2 weeks** from initial contact.
- 1.2) A booking is only confirmed upon receipt of this signed document, and payment of the required deposit.
- 1.4) When using our catering options, the deposit amount will be deducted from the final balance (charged on the day of the event or before), assuming all terms have been met.
- 1.5) When not using our catering, the remaining balance of the room hire must be paid in full on the day of the event or before.
- 1.6) Deposits are non-refundable unless:
 - The venue cancels your booking
 - The deposit amount is deducted from the final food bill, assuming all terms are met.
- 1.7) Payments may be made by debit/credit card, cash or bank transfer. Invoices can be prepared and must be settled in full before the event date.

Minimum Spend(s)

- 2.1) * The room is hireable for a maximum of 6 hours, unless otherwise agreed with the manager. The minimum spend at the bar is £500. If this is not reached, the shortfall will be chargeable to the hirer and may result in early closure of the private bar.
- 2.2) ** The minimum spend for menu 3 is £200. If the agreed minimum amount is not reached, the £100 deposit paid to secure the room will not be deducted from the final food bill.
- 2.3) The minimum spend excludes service charges, gratuities, catering and pre-paid deposits, unless otherwise agreed in writing by the management and hirer.
- 2.4) Minimum spends are applied to all events, unless agreed otherwise by the manager.

Access

- 3.1) The function room is accessible by a staircase with handrails.
- 3.2) Items such as decorations can be brought to the venue in advance, but this must be communicated with the venue and an agreed drop off time will be issued.
- 3.3) You may come in advance to decorate the function room, but this must be communicated with the venue and an agreed time will be issued.
- 3.4) The main restaurant wine bar may be offered for daytime functions (during normal closing hours), if there are guests with reduced mobility, and smaller group bookings (below 30 people). This is subject to availability and suitability of the venue and must be agreed in advance.
- 3.5) The last orders at the bar are called 30 minutes before closing, and the premises must be vacated in a respectful manner 30 minutes from the closing time. Last orders may be called earlier if term (2.1) is not met.

Food and Drink

- 4.1) The consumption food and drinks not purchased at Capri Mirfield are not permitted
- 4.2) Celebration cake(s) and other confectionery may be allowed, subject to the manager's discretion.
- 4.3) Outside catering is not permitted.
- 4.4) A strict 'Challenge 25' policy is in operation and the consumption of alcohol by underage guests is strictly prohibited.

Entertainment

- 5.1) We allow connectivity via bluetooth in order for the guests to play music using their own device.
- 5.2) We offer the contact details of our in-house DJ - Matthew (see page 1). Alternate DJ's, singers and musicians are allowed, although:
 - their equipment must be **PAT Tested** and proven
 - must hold relevant public liability insurances and present them
 - must adhere to our noise regulations
- 5.3) We will otherwise play our own background music if none of the above applies.

Liability & Conduct

- 6.1) Any decorations and personal possessions are left at the guests' risk, and not the responsibility of Capri Mirfield. We allow items to be left overnight (after the function), but must be collected before 12pm the following day or they will be disposed of. Capri Mirfield is not responsible for any damage to personal belongings.
- 6.2) All electrical equipment brought by the guests must be PAT tested and arranged in advance.
- 6.3) The hirer is liable for any negligent damage to the property of Capri Mirfield.
- 6.4) Nothing can be stuck to any of the furniture, walls, ceilings or windows using tape or adhesive of any form. ONLY 'WHITE-TAC' can be used. (No items of decoration can be stuck to wallpapered areas).
- 6.5) The hirer responsible for the behaviour of the guests. Any disrespectful, abusive and aggressive behaviour will not be tolerated. This will result in the immediate end to the event and the police will be contacted.
- 6.6) I understand that I am responsible for the safety and whereabouts of children, and must make sure they do not leave the room unattended.
- 6.7) The venue reserves the right to refuse service or entry to any person deemed intoxicated or behaving inappropriately.

Cancellation and Amendments

- 7.1) If due to any unforeseen circumstances that the venue cancels your booking, all prepayments and deposits will be refunded.
- 7.2) If you wish to make amendments to your booking, this must be authorised by the venue and subject to availability.
- 7.3) If you wish to change the date or time of your booking after paying a deposit, these changes are subject to the discretion of the manager and availability of dates and times. If an alternative date or time cannot be agreed, and you wish to cancel your booking, the deposit is non refundable.
- 7.4) If you cancel your booking, deposits are non refundable.

Signed (Client) _____

Signed (Capri Mirfield) _____

Date (Client) _____

Date (Capri Mirfield) _____