



Holiday Inn[®]
Royal Victoria Sheffield



Charity Events Brochure 2018

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[/RoyalVictoriaSheffield](https://www.facebook.com/RoyalVictoriaSheffield)



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Our Function Suites

Our Victorian inspired hotel offers an exquisite background along with high quality service tailored to suit your Charity event. Whatever you have in mind, we will endeavour to provide that special service and help organise your night just the way you want it.



The Royal Victoria's elegant Ballroom has an ornate Grade II listed feature ceiling and good-sized dance floor. This unique function room can seat up to 380 guests.

The multi-functional Assembly room is ideal for more intimate parties for up to 80 guests and has its own private bar.



For smaller events we have three other function suites to suit the occasion.



Event Packages

Although the meal might not be seen as the feature of the event, it always holds a very crucial role in how the event is best remembered. The team led by our Executive Chef uses only the very best seasonal ingredients and it is his discovery of different combinations of ingredients that create perfect meals.

Minimum numbers of 80 apply for packages A,B and C. You can upgrade to a choice menu for £2.00 per person and choose 2 dishes from each course.

Package A

£36.00 Per Person

3 Course Meal – Set Menu

Disco

Arrival Drink sponsored by the venue

Half a Bottle of Wine

Photographer booking fee

Room hire

A raffle prize donated on behalf of the hotel

Package B

£28.00 Per Person

3 Course Meal – Set Menu

Disco

Arrival drink sponsored by the venue

Photographer booking fee

Room hire

A raffle prize donated on behalf of the hotel

Package C

£26.00 Per Person

3 Course Meal – Set Menu

Disco

Photographer booking fee

Room hire

A raffle prize donated on behalf of the hotel

Package D

£23.00 Per Person

Hot Fork Buffet

Disco

Photographer booking fee

Room hire

A raffle prize donated on behalf of the hotel

Arrival drink is a choice of Pimms or alcoholic cocktail with an alternative of non-alcoholic fruit punch or orange juice.

Food choices to be advised 2 weeks prior to event. Half a bottle of wine in package is House Red or House White.

Complimentary extras included in the packages

Coloured napkin inserts

Menu Cards

Seating Plan

Events co-ordinator throughout the planning of your event

Banqueting Manager to look after your event

Private Bar –subject to numbers

In-house photographer supplied with no booking fee. On the night printing of a 8X6 mounted photograph at £10.00 each with 10% of the on the night sales going to your charity.

Room for Photographs – subject to availability

Cloakroom – subject to availability

Set Menu Options

For all set menus, included in the packages, we ask you to choose 1 Starter, 1 Main and 1 Dessert for your event from the following choices. Tea and coffee are included with all menu choices.

Starters

- Tomato, basil and crème fraiche soup (H)-(V)-(G)
- Puff pastry cup filled with creamed garlic and parsley mushrooms (H)-(V) (GLUTEN AVAILABLE)
- Mediterranean vegetable soup and basil pesto (H)-(V)-(G)
- Red pepper, brie and spinach tart with dressed garden leafs (H)-(V) (GLUTEN AVAILABLE)
- Roast tomato, pasta and Tuscan bean soup (H)-(V)-(G)
- Baked free range egg, seasoned spinach and smoked cheese (H)-(V)-(G)
- Chicken, bacon and pistachio terrine, baby herbs and olive oil (G)

Mains

- Roast chicken breast, chipolata sausage, Yorkshire pudding and roast gravy
- Baked 8oz pork cutlet topped with braised apple and chive chutney with cider and onion gravy
- Breaded turkey escalope, cranberry and port wine sauce (H)-(G)
- Roast salmon fillet, white wine and asparagus cream sauce (H)-(G)
- Sage and onion filled chicken breast, rich red wine and sage sauce (H)-(G)
- Roast leg of English lamb and minted gravy (G)
- Gluten free baked cauliflower and mature cheddar tart with tomato sauce (V)
- Beetroot, brie and walnut wellington with vegetable gravy (V)
- Roast root vegetable tart latin and red pesto dressing (V)
- Individual red pepper and courgette moussaka finished with fresh parmesan cheese (H)-(G)-(V)

Desserts

- Forest fruit Pavlova, whipped Chantilly cream and red berry sauce (G)
- Chocolate fudge cake, vanilla ice cream and raspberry coulis (G)
- Baked vanilla cheese cake, salted caramel sauce and chocolate flakes (G)
- Strawberry jelly, strawberry ice cream and strawberry Eaton mess with strawberry sauce (G)
- Glazed lemon tart, fresh raspberries and raspberry coulis
- Cheese platter- A selection of 3 cheeses served with grapes, celery and biscuits

£25 per table

(H) –Halal, (V) –Vegetarian, (G) –Gluten Free

If you have something special in mind which is not on our menu then please do not hesitate to contact the hotel and we will be happy to work with you to make your day extra special. Please advise us if you or your guests have any special dietary requirements that need to be catered for.

Buffet Menu options

£20.00 per person for a buffet menu, please choose 1 meat, 1 fish, 2 salads, 2 potatoes and 1 Dessert for your event from the following.

Meat Dishes

Beef bolognaise and rich tomato and herb sauce with garlic bread
Chicken tikka masala with rice & naan bread
Chicken and mushroom pie

Fish Dishes

Malay fish curry
Battered fish pieces
Fish pie with cheesy mash
Baked Salmon

Vegetarian Dishes

Cauliflower and spinach curry
Black bean and vegetable stir fry
Buttered penne pasta
Baked cauliflower cheese tartlet
Vegetable lasagne with garlic bread

Potatoes

Hot minted baby new potato,
Pesto roast new potatoes,
Bombay potatoes,
Potato wedges,
All (GF)-(V)

Salads

(Mixed green and coleslaw included as standard)

Tomato and mozzarella salad
Potato Salad
Cucumber and mint yoghurt salad
Sliced onion and mango chutney
Thai green salad
Carrot, ginger and coriander
Caesar salad with herb croutons
All (GF)-(V)

Desserts

Lemon tart
Vanilla cheesecake (GF)
Chocolate fudge cake (GF)
Apple tart

(H) – Halal, (V) – Vegetarian, (G) – Gluten Free

Please advise us if you or your guests have any special dietary requirements that need to be catered for.

Entertainment

We allow events to book outside entertainment for their event, however you must ensure that any entertainment you bring to the hotel have public liability insurance to cover up to a minimum of £10 million and a valid PAT Test Certificate.

Decorations

Clients are welcome to bring in the following decorations to the hotel:

- Balloons
- Confetti
- Flowers
- Fairy lights

Any electrical equipment must be PAT tested.

Minimum Numbers

The Hotel works on a minimum number policy rather than a room hire policy. Minimum numbers agreed at contracting stage will be the minimum numbers that will need to be paid for.

Payment

A £500.00 deposit is required when confirming a booking. Payments can be made by card, BACS, cash or cheque. All cheques must be made payable to the "Holiday Inn Sheffield".

The final balance is payable to the hotel, 2 weeks prior to the event taking place.

Onsite Car Parking

Please be advised that car parking is available onsite at the hotel. Guests leaving their cars overnight a reduced fee of £5.00 for 24 hours is available for guests attending an event.

Please ensure all your guests are aware, and advise them to pay for their parking at the hotel reception prior to removing their cars from the car park. Please be advised that car parking is included with the booking for guests removing their cars at the end of the night. Cars left overnight are charged at a discounted rate of £5.00 per car. Please ensure all your guests are made aware of this. The discounted parking charge is only available via reception.