

# Conferencing 2011



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# Welcome to Redcar Racecourse and Conference Centre

Whether you are planning a small business meeting or a large conference we know that success is important to you. You will find everything you need at Redcar Racecourse & Conference Centre.

The spectacular Paddock Suite and Grandstand are superb venues for conferences, seminars, and exhibitions. The convenient location, unlimited parking and catering of the very highest of standards provided by our caterers CGC Events, combine to make your event a great success.

## Reasons to choose Redcar Racecourse & Conference Centre

- Unique location in a magnificent setting
- A Choice of 5 main conference suites and up to 20 syndicate suites
- Dedicated Event Manager
- High quality catering
- FREE on-site parking for all of your delegates
- Drive-in access with lifts to aid delivery of goods

Our caterers CGC Events, formally Craven Gilpin Caterers, is a Yorkshire based Event Catering Company that has been established for almost 100 years. They are proud of their history and the fact that they source all their food and ingredients locally wherever possible.

Whatever the event at Redcar Racecourse you can be confident CGC Events will deliver the finest quality food and exceptional flexible service. In partnership with the award winning Jinnah Group CGC Events are able to supply the finest Indian Cuisine at your event.

The enclosed menus are intended as a guide to what we can offer, should you require alternative suggestions or a menu tailor made to your budget, please do not hesitate to contact us to discuss your menu and plans with you.

# the packages

## **Desert Orchid package - £15.95 per person plus VAT**

- . Coffee or tea on arrival
- . Choice of pasta station, grazing or carvery lunch
- . Afternoon coffee or tea with biscuits

## **Red Rum package - £22.95 per person plus VAT**

- . Coffee or tea with biscuits on arrival
- . Choice of any lunch menu
- . Afternoon coffee or tea with biscuits

## **See The Stars package – £30.95 per person plus VAT**

- . Coffee, tea or fresh orange juice and biscuits on arrival
- . Mid morning tea or coffee with biscuits
- . Choice of any lunch menu
- . Light afternoon tea (sandwiches, scones with preserves, tea and coffee)

## **Sea Biscuit package – £34.95 per person plus VAT**

- . Coffee, tea or fresh orange juice on arrival
- . Bacon, tomato and mushroom baguettes
- . Mid morning tea or coffee with biscuits
- . Choice of any lunch menu
- . Light afternoon tea (sandwiches, scones with preserves, tea and coffee)

## **Package Prices:**

- . Based on a minimum number of **15 delegates** (see page 5 for surcharges)
- . Staffing from 8.00am to 5.00pm
- . Professional Management on hand throughout
- . We are happy to tailor packages to meet your requirements, Including Breakfast, Healthy Eating, Barbecues and Gala Dinners

Cabaret or Boardroom Style layouts include:

- . Paper Folder
- . Pens
- . Mints

## **Additional Rooms For Hire:**

<b>Suite</b>	<b>Cost</b>	<b>Area m<sup>2</sup></b>	<b>Theatre</b>	<b>Cabaret</b>	<b>Boardroom</b>
Voltigeur	£250.00 Plus VAT	266	200	180	80
Paddock Suites	£250.00 Plus VAT	188	120	110	40
Paddock Suite 1	£150.00 Plus VAT	69	40	40	20
Paddock Suite 2	£150.00 Plus VAT	44	30	30	15
Paddock Suite 3	£150.00 Plus VAT	75	40	40	20
Classic Suite	£200.00 Plus VAT	140	100	100	10
Hospitality Boxes	£ 75.00 Plus VAT	15	-	10	10

## **Audio Visual Services:**

A full range of Audio Visual Equipment is available - Prices quoted on request

Choose from the quick and easy grazing menu, pasta station and carvery lunch or the innovative bowl food menu to impress your delegates.

Our menu selections with our home cooked dishes offer a variety that will give your delegates food for thought.

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### Freshly prepared cocktail sandwiches on brown and white bread

For example:

Egg with mayonnaise spiked with salad cream  
Gammon ham with wholegrain mustard mayonnaise  
Flaked tuna, crème fraîche and lime  
Wensleydale cheese and carrot chutney

### Choose three items from the selector below:

Wedges of Ploughman's pie  
Cajun coated chicken pieces  
Brochettes of grapes, olives and feta cheese  
Sausage rolls  
Yorkshire pork and apple sausages with a sticky piquant glaze  
Potato wedges with sour cream dip  
Focaccia pizza with onions, garlic mushroom and Italian cheeses

~O~

Freshly percolated coffee or tea

## pasta station

**Penne and fusilli pasta** served with a choice of the following sauces (please choose two)

Carbonara  
Bolognese  
Lamb meatballs with tomato and basil  
Tomato, basil and garlic  
Mushroom and cream  
Bacon, courgette and thyme with crème fraîche  
Chicken and mushroom  
Mediterranean vegetable with tomato  
Cheese with tomato pesto  
Broccoli and brie

### served with

Garlic bread  
Dressed mixed salad

~O~

Freshly percolated coffee or tea

## carvery lunch

### Freshly carved meats served in rustic bread rolls

Loin of pork with seasoning and apple sauce  
Turkey Breast with cranberry & balsamic relish

### served with

Potato wedges  
Traditional crunchy coleslaw  
Dressed mixed salad

~O~

Freshly percolated coffee or tea

**Why not enhance your package by adding a dessert from page 5.**

All food is served on a buffet table for guests to help themselves.

Please choose six items from the list below – \* denotes hot items  
Additional items may be added to this menu for a charge of £2.45 plus VAT per item

## **Freshly prepared Bridge Rolls** (please choose three fillings)

- . Traditional egg
- . Poached salmon and oak smoked salmon
- . Ham and wholegrain mayonnaise
- . Tuna, crème fraîche and lime
- . Wensleydale cheese and carrot chutney
- . Prawn marie rose

## **Meat & Poultry**

- \* Cajun spiced chicken leg with mango dip
- . Chicken goujons with lemon and garlic dip
- \* Mini cumin spiced dales lamb kebab with minted yoghurt
- \* Coriander chicken pieces with a sweet chilli dip
- . Pâté with oat biscuits and Theakston's ale chutney
- \* Yorkshire pork and apple sausages with a sticky piquant glaze
- \* Mini steak pies
- . Traditional gala pork pie with Yorkshire chutney
- \* Duck and hoisin parcels with chilli and spring onion

## **Fish**

- \* King prawns wrapped in filo pastry
- \* Tartlets of crab, tarragon and parmesan
- \* Salmon and haddock fish cakes with tartare dip
- \* Goujons of market fish with tartare sauce
- \* Mini thai salmon kebabs
- . Filo baskets filled with prawns and marie rose

## **Vegetarian**

- \* Spanikopitas (spinach & feta cheese in filo pastry)
- \* Focaccia pizza with onions, garlic, portobello mushrooms and italian cheeses
- . Houmous with pitta breads
- \* Tartlets of Yorkshire goats cheese with red onion and port marmalade
- . Fine Fetta and sundried tomato frittatas
- \* Potato wedges with sour cream dip
- \* Mini jackets filled with feta cheese and black olives
- \* Onion bhajis with raita
- \* Falafel with tzatziki

Freshly percolated coffee or tea

**Why not enhance your package by adding a dessert from page 5.**

'stand up food' to be eaten with a fork

Please choose two main dishes & one vegetarian dish

## Meat

- . Pan fried pork tenderloin with cider, mushrooms and sugar snap peas
- . Yorkshire award winning sausages on apple mash with red onion gravy
- . Cumberland mini sausages & colcannon mash with red onion gravy
- . Mini yorkshire sausage with a wholegrain mustard mash and sweet onion jus
- . Beef bourguignon – strips of beef cooked in a red wine sauce with shallots, lardons and mushrooms
- . Braised yorkshire beef with shallots, thyme and baby roast potatoes
- . Lamb tagine with sultana and cumin cous cous
- . Sweet and sour pork with baby onions and flash fried pepper
- . Beef chilli, nachos and sour cream with chives

## Poultry

- . Chicken strips with smoked bacon and a muscat wine cream sauce finished with fresh tarragon
- . Mild curried coriander chicken with coconut milk
- . Turkey Strips with vine tomatoes, peppers, aubergine and basil finished in a white wine cream sauce
- . Confit of duck with noodles, spring vegetables and sweet and sour sauce
- . Chicken tikka masala with mini naan bread

## Fish

- . Whitby seafood pie topped with parsley mash potato
- . Seafood fricassee with white wine and chives
- . Thai fishcake with scented noodles and a spicy tomato salsa
- . Sautéed seafood with black olives, cherry tomatoes and chargrilled Mediterranean vegetables

## Vegetarian

- . Three bean chilli, nachos & sour cream
- . Butternut squash and red pepper risotto topped with chunky feta cheese
- . Thai vegetable curry
- . Penne pasta with a Mediterranean vegetable and tomato sauce

### the above served with

roasted new potatoes with rock salt and rosemary

OR

cous cous and garden vegetables with a five herb dressing

warm french bread

Freshly percolated coffee or tea

**Why not enhance your package by adding a dessert from page 5.**

These dishes are served in individual bowls and served to guests on trays.

Please choose two dishes from the list below plus one vegetarian dish.  
The mini pudding selection is included in the menu price.

## **Meat**

- . Cumberland mini sausages & colcannon mash with red onion gravy
- . Mini Yorkshire sausage with a wholegrain mustard mash and sweet onion jus
- . Lamb meatballs with spiced tomato sauce and cumin couscous
- . Braised Yorkshire beef with shallots, thyme and baby roast potatoes
- . Caramelised pork with ginger and balsamic
- . Lancashire hot pot
- . Navarin of lamb with a mint and apricot dumpling
- . Lamb tagine with sultana and cumin couscous
- . Beef bourguignon with a horseradish and thyme dumpling
- . Battered sweet and sour pork with baby onions and flash fried pepper
- . Lamb keema with coriander naan bread
- . Beef chilli with rice and sour cream

## **Poultry**

- . Chicken with penne pasta and a tomato, basil and garlic sauce
- . Chicken tikka masala with mini naan bread
- . Duck stir-fry with a plum and orange sauce and crispy noodles
- . Chicken jalfrezi with a sweet onion bhaji

## **Fish**

- . Whitby fish & chips with mushy peas
- . Smoked salmon and rocket pasta linguine
- . Thai fishcake with scented noodles and a spicy tomato salsa
- . Medley of seafood with a parsley and parmesan mash
- . Salmon niçoise

## **Vegetarian**

- . Thai vegetable curry
- . Penne pasta with spinach and ricotta
- . Butternut squash and sweet potato risotto with truffle oil and poached egg
- . Penne pasta with a Mediterranean vegetable and tomato sauce
- . Tomato and mozzarella salad with a herb dressing

## **Chilled selection**

- . Chicken Caesar salad with parmesan
- . Seared tuna niçoise salad

## **Mini pudding selection included**

Chocolate brownie – crème brûlée – lemon panacotta

Freshly percolated coffee or tea

**Breakfast items**

- . Piece of fresh fruit £1.15
- . Danish pastries £2.25
- . Bacon, mushroom and tomato baguette £3.95

**Beverages**

- . Cup of tea or coffee £1.15
- . Cup of tea or coffee with biscuits £1.80
- . Bottled mineral water £2.75
- . Jug of fruit juice £4.95

**Afternoon tea**

- . Yorkshire cakes £2.40
- . Round of sandwiches £3.85
- . Traditional light afternoon tea £5.95
- Assorted sandwiches
- Fruit scones with preserves
- Cup of tea

**Sundries**

- . Kit-kats £0.75
- . Plate of biscuits £3.95
- . Puddings £4.95

**Please choose one from the following options for the entire party...**

**Chilled**

- . **Classic sugar crusted crème brûlée** with Yorkshire rhubarb shot
- . **Summer pudding** served individually with double cream and strawberry
- . **Crunchy chocolate torte** with summer berries & double cream
- . **Profiteroles**, fresh strawberries, warm chocolate sauce
- . **Dark chocolate brownie** with caramelised oranges and vanilla ice cream with a praline brittle
- . **Baked vanilla cheesecake** with a praline wafer and raspberry sauce
- . **Lemon tart** with fresh strawberry coulis
- . **Lemon pannacotta** with caramelised oranges and vanilla chantilly cream
- . **Yorkshire curd tart** with roast rhubarb cream
- . **Vacherin of strawberry and mascarpone**

**Hot**

- . **Sticky toffee pudding** with butterscotch sauce and dairy ice cream
- . **Rhubarb and ginger steamed sponge** with an orange sauce and vanilla semifreddo
- . **Hot cherry pancakes** with ice cream & nutmeg custard
- . **Pear tart tatin** with vanilla cream and chocolate ganache

**Healthy options**

- . Side salad bowls £2.95
- . Forest fruit smoothies £2.95
- . Fresh fruit kebabs £4.10
- . Fresh fruit pots £4.95

**Please note, for numbers less than 15 a £6.95 per person plus VAT surcharge will apply**

# CGC Events Ltd – Terms and Conditions for Events

## **Booking & Payment**

1. All bookings will be considered provisional until a £1000 or 10% deposit (whichever is the greater, except for events not exceeding £1000.00) is received together with the signed booking form. This deposit is non refundable should your event be cancelled by you.
2. On receiving the provisional booking, CGC Events Ltd ("CGC Events") will send you a booking form/contract agreement which should be signed and returned with the appropriate deposit. These terms and conditions shall apply to the contract to the exclusion of any terms proffered by you.
3. CGC Events sales coordinators will require detailed requirements of your event no later than four weeks prior to the contracted event. After receiving this detail CGC Events will issue a pro-forma invoice estimating your total spend. Payment of this pro-forma invoice is required no later than 20 working days in advance of the event. Payment for late bookings or payment within 5 working days of the event taking place must be made by Credit Card or Telegraphic transfer. Any amendments/additions will require immediate payment. A final invoice will be issued post-event. Refunds for any overpayments will be available after production of our final invoice.
4. Any balance of this final invoice is due within 30 days of the contracted event date. All payments to CGC Events under the contract shall be made in full without deduction by way of set off, counterclaim or otherwise.
5. CGC Events reserves the right to amend or substitute the menu content and price should circumstances demand.
6. CGC Events reserve the right to request a £1000.00 bond for certain events to cover the potential damage caused to the premises in addition to the pre paid account. This bond would be retained until the function has taken place and the cost of any damage to the premises will be taken from the bond, before returning the balance, if any, to you. For example 18<sup>th</sup>, 21<sup>st</sup> Birthday Parties and University Balls.
7. VAT – unless otherwise stated all prices are subject to VAT at the current rate.
8. We do not levy a service charge or gratuities; these are entirely at the clients discretion.
9. If your chosen venue is particularly remote or your facilities are not suitable we reserve the right to apply a surcharge.

## **Contracted Numbers / Catering**

10. Minimum contracted numbers apply to each event. Should the contracted event fall below the agreed minimum number, CGC Events reserve the right to charge for the shortfall of numbers or apply a service charge. Minimum numbers for events are: Conferences 15, Lunches, Dinners and Wedding Breakfasts 50.
11. The 'Evening Wedding Buffet' offer is only available to clients holding their day reception with CGC Events.
12. CGC Events reserve the right to provide an alternative function room or change the function room(s) should numbers be reduced or increased or due to circumstances beyond our control.
13. Provisional numbers to the nearest 10 are required 20 working days prior to the event date, with final numbers not later than 2 working days prior to the event and these numbers must be confirmed by email or fax. This number or the actual number served, whichever is the greater, will be charged to your account.
14. CGC Events will endeavour to accommodate all pre-notified dietary requests but cannot guarantee there will be no traces of nuts, seeds, eggs, gluten products etc. transferred during the preparation/finishing process.
15. Under no circumstances are you or your guests permitted to consume food or drink which has not been purchased on the premises.

## **Cancellation**

16. Should you wish to cancel the contracted event you must notify our office in writing; the following percentage of the anticipated final invoiced account will be payable depending on the time between receipt of the notice and the date of the event:
  - a. Within 5 working days 100%
  - b. Between 5 & 10 working days 50%
  - c. Between 10 & 20 working days 25%
17. CGC Events may cancel the contract with immediate effect by giving notice in writing to you if:
  - You fail to pay CGC Events proforma invoice for the estimated total spend as set out in clause 3, or any other invoice of CGC Events by the due date.
  - You become bankrupt or insolvent, or enter into a Voluntary Arrangement or any other composition with your creditors, or have a receiver appointed over any of your assets, or suffer any similar process, or CGC Events reasonably apprehends that any of the above events is about to occur in relation to you.
  - If in the reasonable opinion of CGC Events, the property or reputation of our landlord is at risk of damage as a result of your event or you have not obtained any licence required pursuant to clause (24) of these terms and conditions.
18. CGC Events may cancel the contract with immediate effect by giving notice in writing to you if an additional race date is organised by our landlords on a date which affects your booking in which case your deposit and any sums paid by you shall be refunded in full.
19. CGC Events reserve the right to cancel events and offer alternative venues and dates for events where insufficient numbers have booked to make the event viable. CGC Events will have no liability to you for any breach of contract or otherwise due to industrial dispute, accident, fire, flood, weather, interruption to electricity or gas supply, acts of God or terrorism or circumstances beyond our reasonable control ("a force of Majeure
20. Event"), and we may in our absolute discretion cancel the event where we reasonable anticipate that a Force Majeure Event will significantly affect the performance of our obligations under the contract. In the event of any cancellation for any reason pursuant to this clause 19, any moneys paid by you (including deposit) will be refunded in full

## **Loss or Damage to Property or Venues**

21. You, our client, shall be responsible for the good behaviour of all persons attending the contracted event. CGC Events reserve the right to have any person causing nuisance or damage to the property removed.
22. CGC Events reserve the right to charge the contracted client/organisation for any damage to the premises or property. CGC Events will arrange for the relevant repairs and submit an account to you for repayment.
23. No fixings to the floors, ceilings or walls are permitted without prior approval. Smoke or dry ice haze machines are not allowed on the premises
24. Linen – any linen found to be damaged/abused by the client will be charged at full replacement cost.
25. Licence – please note that if your event is not being held at a licensed Racecourse/Premises then the event organiser will be responsible for applying to the local council for the appropriate licence i.e.
  - a. Premises licence (CGC Events would require sight of this licence).
  - b. If numbers are less than 499 a Temporary Event Notice is required. This Licence requires a minimum of 10 days notice.
  - c. For numbers in excess of 499 a Premises Licence will be required. Please note that the council require not less than 2 months notice for this licence.
  - d. Event organisers are liable for all costs for the above licences.
26. CGC managers hold personal licences to enable them to serve alcoholic drinks in conjunction with the appropriate licence.
27. In circumstances where the event organiser fails to obtain any licence for any function which has been booked we shall be entitled to a discretionary sum for damages or loss occasioned by CGC Events.

## **Audio Equipment/Entertainment**

28. CGC Events can supply nominated sub-contractors for provision of audio visual equipment and Disco hire. Alternative suppliers are permitted but they must supply a public liability and PAT test certificates. In the case of Discos we will apply a surcharge of £35.00 plus VAT as a contribution to our entertainment licence.

## **Warranties and Limitation of Liability**

29. Except where you are dealing as a consumer (in which case our statutory rights are unaffected by anything in these terms and conditions and the remainder of clauses 28 and 29 are subject to this proviso), CGC Events warrants to you as follows:
  - Services required to be performed by CGC Events under the contract will comply with any specification in the booking form/contract agreement, will be carried out with reasonable skill and care, any goods supplied or hired will be of satisfactory quality and fit for any purpose for which such goods are generally supplied or hired and any foodstuffs will be safe for human consumption and will comply with a all applicable food hygiene laws and regulations.Except as provided in this clause 28, no representation or warranty on the part of CGC Events is given or implied, you warrant to CGC Events that you have not been induced to enter into the contract by any other representation or warranty by or on behalf of CGC Event, and all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law.
30. Except in respect of death or personal injury caused by the negligence of CGC Events (in which case CGC Events liability shall be unlimited):
  - a. CGC Events shall not be liable to you by reason of any representation, warranty or other term of the contract, or any duty at common law, for
    - (i) any loss of profit or revenue, disadvantage in the marketplace or damage to your reputation (whether such loss be direct or indirect); or
    - (ii) any indirect or consequential loss whatsoever; and
  - b. Without prejudice to clause 29a, CGC Events shall not in any circumstances be liable to you for a sum greater than the value of the estimated invoice referred to in paragraph 3