

THE LION



Our fabulous Prom packages

Available for a minimum of 90 and a maximum of 160 guests

All packages inclusive of:

- Exclusive use of The Lion House & private garden
- Elegant red carpet and candlelit entrance
- A welcome drink

Choose your package:

- Soft drinks provided on tables during food service
- DJ entertainment
- Dance floor
- Security throughout the event

Cash/card bar facilities

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- Handwritten chalkboard welcome sign
- House decorations for your tables and throughout the venue

The House package - £50.00 per person, includes:	The Lion package - £55.00 per person, includes either:	
Finger buffet Mini beef burger: tomato relish (V) Tomato & Mozzarella pizzettes Panko King prawn & sweet chilli dip Homemade sausage rolls with seeded mustard wrapped in puff pastry Chicken goujons in Panko breadcrumbs with aioli Seasonal pasta salad Seasonal salad (V) Homemade coleslaw (V) Bread board (V) Chunky chips (VG)	BBQ buffet 4oz British beef burger: Smoked Applewood cheese, shredded iceberg lettuce and tomato Frankfurter sausage: caramelised onions (V) Chargrilled halloumi stack burger: semi dried plum tomato & portobello mushroom Nachos, cheese & dips 2 seasonal salads Chunky chips Coleslaw Seasonal mini pud dessert	Two course meal Chicken Parmigiano: breaded chicken topped with rich Napoli sauce & melted mozzarella (V) Filo parcel: ratatouille All served with parmentier potatoes & mixed seasonal vegetables Seasonal mini pud dessert



What are the event timings? How do I make a booking?	 Set up from 4:30pm Guest arrival from 6:30pm with reception drinks served Seating for the meal at 7:15pm Party starts at approximately 8:45pm Music to conclude and bar to close at 11:15pm Event concludes and guests to vacate by 11:30pm. All suppliers to be off-site by midnight A booking must be made by the school/college and not by students You must come for a viewing with one of our coordinators before we will make a booking for you. At your booking
	 we will discuss the rules of our venue, what information will be required from you at what stage and what decorations are included to assist you with your planning. We can hold a booking provisionally for two weeks when a £500.00 deposit and signed contract are required. Your booking will then be confirmed
When do I pay the balance?	 The balance of your event is due at least 28 days prior to your event date. There is also a refundable £500.00 damage deposit charge required at this stage
What is the minimum/maximum capacity of your venue?	 We require a minimum of 90 guests to book a prom package. Should you not meet this number you will still be required to pay for 90. The maximum capacity is 160 guests
When do your require confirmation on guest numbers and all other details?	 We require all details of your event confirmed at least 28 days prior to your event. This includes guest numbers, table plan and dietary requirements. The Lion will provide a floorplan in order for you to plan your tables.
We are hosting a sixth form/college prom and many of the students are over 18. Can an alcoholic reception drink be provided and can students purchase alcohol at the bar?	 A non-alcoholic reception drink will be provided to those under 18. Attendees over 18 wearing a wristband will be offered an alcoholic or a non-alcoholic beverage. Attendees will be required to show I.D in order to obtain a wristband and drinks tally prior to ordering any alcoholic drinks at the bar. Anyone purchasing alcohol will be limited to one drink per serving and a maximum of 6 drinks for the evening. Any alcohol or soft drinks bottles will be confiscated. Water will be available throughout the event, on tables and
	 on the bar – water bottles or refillable bottles bought on-site are not permitted. Any guests attending The Lion House prom will not be permitted to go into our adjacent venue The Lion Inn for bar or food service
Must teachers be in attendance?	 We require at least 1 teacher per 30 students to be present for the duration of the evening. Teachers must be included in catering numbers although can sit on a separate table to the students – they will be required to dine in the same room. Teachers are not permitted to be in our adjacent venue The Lion Inn during the event, they must remain in The Lion House.
How many tables can you accommodate?	- We can accommodate 16 tables in our venue. Each table accommodates a maximum of 10 guests.
My booking with you is confirmed – what happens now?	 Once you have booked with us please start inviting your students and be sure to ask them if they have any dietary or religious food requirements. Start planning your table plan – we can accommodate 10 guests per table and can hold a maximum of 16 tables. In your viewing we will have advised what decoration we can offer but arrange any additional that you would like.

	 If you would like third-party suppliers to provide any entertainment like a photobooth or light up letters, this is normally fine but please just pop us an email where we may ask you to obtain public liability insurance and PAT testing certificates from them. We will be in contact with you to arrange a planning meeting around 6-7 weeks prior to your event however you are welcome to contact us at any stage on <u>events@lioninnhotel.co.uk</u> with any questions. Following your planning meeting we will email you your event and spatial plans along with your invoice which is required to be paid at least 28 days prior to your event. 	
Where do cars drop off attendees?	 Cars, including limos area required to pull around to the rear of the venue where a red carpet and lanterns will be laid at our Atrium entrance for guest arrival. Cars may park in allocated bays; limos are not permitted to park on- site. 	
Who creates the table/seating plan?	- It is the responsibility of the school/college to provide a formal seating plan for students to know where they are seated on the evening. We will also require a plan to be provided showing any students with dietary or religious requirements showing where they are seated.	
Can we have informal seating with no plan?	 Unfortunately not – we will require a table plan however you can just allocate tables to students and not seats. If you are allocating seats you will be required to provide place cards. On the evening, we will require the assistance of the teachers in attendance to seat students and ensure that table places are not moved. 	
What decorations are not permitted?	 Naked flame Confetti/confetti cannons (either inside or outside) Items affixed to the walls Bubbles Dry ice or haze machines Food or drink favours (table gifts) If you have any questions regarding the decorations you have in mind please do not hesitate to contact our events team who will glad assist. Any decorations provided must be removed at the end of the evening. 	
What happens if I need to cancel the Prom?	 If you need to cancel your prom booking immediately in first instance by phone and then by email. If you cancel prior to the final payment being due (28 days prior) the initial deposit or amount paid will be forfeited. If you cancel within 28 days of the event, all monies paid will be forfeited. 	
What happens if I need to postpone the Prom?	 A postponement is classed as a cancellation with the aforementioned payments forfeited. Please advise immediately if you require to postpone however as if sufficient notice is given we may be able to transfer your deposit to a new date. 	