



THE SPRINGHOUSE

HOW TO FIND US:

SPRINGHOUSE ROAD,
CORRINGHAM,
ESSEX SS17 7QT

OUR TELEPHONE NUMBERS ARE:
(01375) 672083 (OFFICE)
(01375) 673100 (RECEPTION)

E-MAIL THESPRINGHOUSECLUB@HOTMAIL.CO.UK

WEB SITE WWW.THESPRINGHOUSE.CO.UK

THE TEAM

- | | |
|-----------------|------------------------|
| • STEVEN RUGG | DIRECTOR |
| • STUART LOWE | DIRECTOR |
| • JENNIFER RUGG | CLUB CO-ORDINATOR |
| • KELLY GORDON | FUNCTION CO-ORDINATOR. |

SPRINGHOUSE **FUNCTION ROOMS**

BAR OPENING TIMES BY ARRANGEMENT.

FRIDAY & SATURDAY BARS CLOSE BY 23.30 HOURS

MONDAY – THURSDAY BARS CLOSE BY 23.00 HOURS

SUNDAY BARS CLOSE AT 22.30PM

LIVE ENTERTAINMENT, DISCOS ETC.

**ENTERTAINMENT WILL CEASE BY
ABOVE
BAR CLOSING TIME.**

**ALL DRINKS MUST BE FINISHED 20 MINUTES
AFTER BAR CLOSING TIME, AND THE PREMISES
VACATED NO LATER THAN 30 MINUTES AFTER BAR
CLOSING TIME.**

THANK YOU FOR YOUR CO-OPERATION.

**TAXIS ARE AT A PREMIUM FOLLOWING A FUNCTION
AND IT IS VERY IMPORTANT TO BOOK YOUR TAXI WELL
IN ADVANCE OF YOUR LEAVING TIME.**

**THE SPRINGHOUSE MUST PROVIDE ALL THE DRINK
FOR YOUR FUNCTION. PLEASE DO NOT ASK US TO
CONTRAVENE OUR
SPRINGHOUSE RULES AND BYLAWS.**

BUFFETS

(W) DENOTES SERVED WARM

BUFFET A

SELECTION OF FINGER ROLLS
COCKTAIL SAUSAGE ROLLS (W)
MINI QUICHES
DEEP FRIED CHICKEN GOUJONS WITH GARLIC DIP (W)
VEGETABLE SPRING ROLLS (W)

BUFFET B

SELECTION OF FINGER ROLLS
COCKTAIL SAUSAGES (W)
SAUSAGE ROLLS (W)
HOT AND SPICY CHICKEN WINGS (W)
DUCK SPRING ROLLS WITH SWEET CHILLI SAUCE (W)
CHICKEN GOUJONS WITH GARLIC DIP (W)
VEGETARIAN SPRING ROLLS (W)

BUFFET C

SELECTION OF FINGER ROLLS
VEGETABLE SPRING ROLLS (W)
CHICKEN GOUJONS WITH GARLIC DIP (W)
SAUSAGE ROLLS (W)
COCKTAIL SAUSAGES (W)
DUCK SPRING ROLLS WITH SWEET CHILLI SAUCE (W)
BREADED BRIE WEDGES (W)
MINI QUICHES

BUFFETS

BUFFET D

SELECTION OF FINGER ROLLS
DUCK SPRING ROLLS
BREADED BRIE WEDGES (W)
CHICKEN GOUJONS WITH GARLIC DIP (W)
MINI QUICHES
HOT 'N SPICY WINGS (W)
LOADED YORKSHIRE PUDDINGS (W)
FILO PRAWNS (W)
COCKTAIL SAUSAGE ROLLS (W)

BUFFET E-WEDDING BUFFET ONLY

DECORATED MEAT PLATTERS (TURKEY, HAM, BEEF)
MINI CRISPY DUCK SPRING ROLLS WITH SWEET CHILLI
JAM (W)
COCKTAIL SAUSAGES (W)
SAUSAGE ROLLS (W)
VEGETABLE SPRING ROLLS (W)
MINI QUICHES
LOADED YORKSHIRE PUDDINGS
BREADED BRIE WEDGES (W)
DEEP FRIED CHICKEN GOUJONS WITH GARLIC DIP (W)
FILO PRAWNS (W)
SALAD BOWL (MIXED LEAF, TOMATOES & CUCUMBER)
LOADED POTATO SKINS
MINI DINNER ROLL WITH BUTTER

**** AN ADDITIONAL £2 WILL BE CHARGED IF BUFFET E
IS USED AS THE WEDDING BREAKFAST**

*****TEA & COFFEE IS AVAILABLE AT EXTRA COST**

**YOU ARE STRONGLY ADVISED TO CATER FOR ALL OF YOUR GUESTS TO
ENSURE THAT NO EMBARRASSMENT IS CAUSED TO BOTH THE FUNCTION
HOLDER AND THE SPRINGHOUSE.**

ADDITIONAL MENU ITEMS CAN BE ADDED ON REQUEST SUBJECT TO PRICE AGREEMENT.

**** WHERE FOOD HAS CONTAINS GENETICALLY MODIFIED MATERIAL THE MENU ITEM WILL BE
MARKED GM**

PLEASE NOTE – BUFFET PRICES DO NOT INCLUDE TEA AND COFFEE

BUFFET EXTRAS & IDEAS

SERVES

MEAT PLATTERS	30	POR
CHEESE BOARD	10	£35.00
BOWL OF COLESLAW	40	£15.00
SALAD BOWL	20	£15.00

HOT BUFFET

CHICKEN CURRY (MASALA) & RICE	10	£110.00
LASAGNE	10	£110.00
CHILLI & RICE	10	£110.00

VAT INCLUSIVE @ 20.0%

SPRINGHOUSE RESERVES THE RIGHT TO APPLY INCREASES SUBJECT TO
MARKET FLUCTUATIONS OR HMRC LEGISLATION.

BOOKING ARRANGEMENTS

- **FIRST CHECK WITH THE SPRINGHOUSE THAT THE DAY IS AVAILABLE FOR YOUR FUNCTION.**
- **COMPLETE THE APPROPRIATE BOOKING FORM FOR EITHER THE MAIN HALL OR THE SPRINGHOUSE SUITE.**
- **PAY THE ROOM HIRE FEE WITHIN 14 DAYS.**
- **THE MAIN HALL OR SPRINGHOUSE SUITE WILL THEN BE CONFIRMED BY THE SPRINGHOUSE AS BOOKED FOR YOUR FUNCTION.**
- **IN THE EVENT OF THE CANCELLATION OF THE FUNCTION THE ROOM HIRE FEE WILL NOT BE REFUNDED - SEE BOOKING FORM.**
- **WE RESERVE THE RIGHT TO CHARGE A DEPOSIT FOR CERTAIN FUNCTIONS. THE FULL DEPOSIT WILL BE REFUNDED PROVIDED THAT THERE ARE NO BREAKAGES / DAMAGE ETC.**
- **ONLY DRINK PURCHASED FROM THE SPRINGHOUSE CAN BE CONSUMED ON CLUB PREMISES, UNLESS OTHERWISE AGREED BY THE DIRECTORS OF SPRINGHOUSE.**

ARRANGING YOUR FUNCTION

- **THE SPRINGHOUSE MANAGEMENT TEAM IS COMMITTED TO ASSIST YOU IN PLANNING YOUR DAY TO ENSURE THAT YOUR SPECIAL FUNCTION IS A SUCCESS.**
- **TELEPHONE THE OFFICE, MAKE AN APPOINTMENT AND ONE OF THE SPRINGHOUSE MANAGEMENT TEAM WILL DISCUSS THE DETAILS OF YOUR SPECIAL OCCASION.**
- **APPOINTMENTS TO DISCUSS YOUR FUNCTION ARE USUALLY MADE AT**
 - **6 MONTHS PRIOR**
 - **DISCUSSING THE BASIC OUTLINE OF THE FUNCTION**
 - **3 MONTHS PRIOR**
 - **DISCUSSING FOOD MENUS AND FINALISING THE PRICE**
 - **DISCUSSING DECORATIONS BALLOONS ETC.**
 - **1 MONTH PRIOR**
 - **FINALISING THE WHOLE FUNCTION AND AGREEING TIMINGS. A CLOSE DETAILED ESTIMATE WILL BE PREPARED TO BE PAID 1 MONTH PRIOR TO THE FUNCTION, SEE TERMS OF PAYMENT.**
 - **FINALISING NUMBERS OF PERSONS ATTENDING (YOU WILL BE CHARGED FOR THIS NUMBER).**
 - **1 DAY PRIOR**
 - **DELIVERING ANY ITEMS THAT ARE REQUIRED FOR THE FUNCTION.**

HOWEVER APPOINTMENTS CAN BE MADE AT ANY TIME BY CONTACTING THE SPRINGHOUSE.

THE FUNCTION ROOMS



SPRINGHOUSE SUITE

❖ IDEAL FOR WEDDING RECEPTIONS

- WEDDING RECEPTIONS

FOR PERSONS UP TO 65 WITH A BUFFET AND DISCO
FOR PERSONS UP TO 50 WITH A SIT DOWN DINNER

❖ IDEAL FOR INFORMAL PARTIES AND FUNCTIONS

- ANNIVERSARIES
- BIRTHDAY PARTIES *
- CHRISTENINGS
- COMPANY FUNCTIONS
- FUNERALS

FOR PERSONS UP TO 65 WITH A BUFFET AND DISCO
FOR PERSONS UP TO 50 WITH A SIT-DOWN DINNER

** WE ARE UNABLE TO TAKE A BOOKING FOR 18TH OR 21ST BIRTHDAY PARTIES.*

❖ IDEAL FOR CONFERENCES

CONFERENCE EQUIPMENT AVAILABLE

- MULTIMEDIA PROJECTOR
- NOBO BOARDS
- OVERHEAD PROJECTOR
- SCREENS
- TABLES AND CHAIRS

THE ROOM CAN BE SECTIONED OFF FOR SYNDICATE WORK

THE FUNCTION ROOMS



MAIN HALL

❖ IDEAL FOR WEDDING RECEPTIONS

FOR UP TO 150 GUESTS WITH A WEDDING BREAKFAST AND UP TO 200 EVENING GUESTS WITH A DISCO.

❖ IDEAL FOR INFORMAL PARTIES

- **ANNIVERSARIES**
- **BIRTHDAY PARTIES ***

FOR UP TO 250 GUESTS WITH A BUFFET AND DISCO

- **WE ARE UNABLE TO TAKE A BOOKING FOR 18TH OR 21ST BIRTHDAY PARTIES.**

❖ IDEAL FOR CONFERENCES

CONFERENCE EQUIPMENT AVAILABLE

- **MULTIMEDIA PROJECTOR**
- **NOBO BOARDS**
- **OVERHEAD PROJECTOR**
- **SCREENS**
- **TABLES AND CHAIRS**
- **PERMANENT STAGE**
- **PORTABLE STAGE**

❖ IDEAL FOR CORPORATE DINNER DANCES

FOR UP TO 150 GUESTS AT A CORPORATE DINNER

BAR ARRANGEMENTS

BAR ARRANGEMENTS CAN BE AS FOLLOWS

- **OPEN BAR**

THE SPRINGHOUSE WILL REQUIRE AN AGREED PAYMENT IN ADVANCE TO COVER THE BAR EXPENSE. *

* *BAR STAFF WILL SERVE ONLY SINGLE MEASURES.*

- **OPEN BAR WITH LIMIT**

THE SPRINGHOUSE WILL REQUIRE AN AGREED PAYMENT IN ADVANCE TO COVER YOUR BAR LIMIT

THEREAFTER GUESTS WILL PAY FOR THEIR OWN DRINKS. *

* *BAR STAFF WILL SERVE ONLY SINGLE MEASURES.*

- **PAY AS YOU GO BAR**

THE GUESTS WILL PAY FOR THEIR OWN DRINKS.

* *BAR STAFF WILL SERVE ONLY SINGLE MEASURES.*

- **WINE LIST**

- **WINE BY THE BOTTLE IS AVAILABLE FROM OUR CURRENT WINE LIST THAT IS AVAILABLE ON REQUEST.
ANY WINE NOT SHOWN ON OUR WINE LIST CAN USUALLY BE OBTAINED ON YOUR BEHALF.**

AND **WITH OUR COMPLIMENTS**

THE SPRINGHOUSE WILL

- **PROVIDE EVERY ASSISTANCE IN MAKING YOUR FUNCTION A SUCCESS.**
- **PROVIDE THE TIME OF ONE OF THE MANAGEMENT TEAM TO ADVISE, GUIDE AND ASSIST THE PLANNING OF YOUR FUNCTION.**
- **PROVIDE ASSISTANCE IN PLANNING YOUR MENUS FOR GUESTS INCLUDING VEGETARIAN AND DIETARY OPTIONS.**
- **PROVIDE ASSISTANCE AND ADVICE WITH BOOKING A SUITABLE DISCO / ENTERTAINER FOR YOUR FUNCTION.**
- **PROVIDE TASTEFUL BACKGROUND MUSIC AT YOUR FUNCTION.**
- **PROVIDE AN INFORMAL HOST TO LOOK AFTER YOU FOR THE DAY.**
- **PROVIDE ASSISTANCE AND GUIDANCE IN THE ROOM LAYOUT.**
- **PROVIDE A CAKE STAND**
 - **ROUND**
 - **SQUARE**
 - **SWAN NECK**
 - **AND KNIFE**
- **PROVIDE STAFF TO CUT AND SERVIETTE YOUR CAKE AFTER THE OFFICIAL CUTTING OF THE CAKE BY THE PRINCIPAL GUEST (S).**
- **PROVIDE ASSISTANCE IN BOOKING TAXIS FOR THE PRINCIPAL GUESTS.**
- **PROVIDE ADVICE AND ASSISTANCE WITH THE PROTOCOL OF THE DAY.**

THE PRICES

	CLUB MEMBERS	NON-MEMBERS
MEMBER'S MILESTONE EVENT (SIGNIFICANT BIRTHDAY OR ANNIVERSARY)	£100 (RETURNABLE DEPOSIT)	N/A
HIRE OF MAIN HALL	£175.00	£450.00
HIRE OF MAIN HALL - WEDDING	£400.00	£525.00
HIRE OF MAIN HALL - FUNERAL MAX 4 HOUR HIRE ADDITIONAL TIME CAN BE REQUESTED IN ADVANCE AT £40/HOUR	£175.00	£250.00
HIRE OF SPRINGHOUSE SUITE	£100.00	£195.00
HIRE OF SPRINGHOUSE SUITE – WEDDING	£300.00	£350.00
HIRE OF SPRINGHOUSE SUITE - FUNERAL MAX 4 HOUR HIRE ADDITIONAL TIME CAN BE REQUESTED IN ADVANCE AT £40/HOUR	£150.00	£195.00

PLEASE NOTE – TABLECLOTHS ARE NOT INCLUDED BUT CAN BE PROVIDED AT ADDITIONAL COST

BANQUETING MENU FROM	£27.50
BUFFET A NOT FOR WEDDING BREAKFAST	£8.75
BUFFET B NOT FOR WEDDING BREAKFAST	£9.45
BUFFET C NOT FOR WEDDING BREAKFAST	£10.95
BUFFET D NOT FOR WEDDING BREAKFAST	£12.75
BUFFET E (WEDDING BUFFET ONLY)	£22.50
TEA & COFFEE SERVED WITH BUFFETS (PER JUG – 6 SERVINGS)	£9.50
JUGS OF ORANGE JUICE – LITRE	£9.95
DJ HIRE	£300.00

PLEASE NOTE – ALL DEPOSITS ARE NON-REFUNDABLE

SPRINGHOUSE RESERVES THE RIGHT TO APPLY INCREASES SUBJECT TO MARKET FLUCTUATIONS

TERMS OF PAYMENT

ONE MONTH BEFORE YOUR FUNCTION WE WILL PREPARE A VERY CLOSE DETAILED ESTIMATE INVOICE BASED ON YOUR ADVISED NUMBERS GIVEN TO US (SEE ALSO BOOKING ARRANGEMENTS AND ARRANGING YOUR FUNCTION).

PAYMENT FOR THIS ESTIMATE, FOR YOUR FUNCTION, MUST BE MADE ONE MONTH PRIOR TO THE FUNCTION DATE AND WILL INCLUDE ANY PAYMENT FOR THE BAR SHOULD YOU WISH TO OPERATE A BAR LIMIT OR FREE BAR FOR YOUR GUESTS.

AFTER THE EVENT A FULL AND FINAL SETTLEMENT WILL BE PREPARED AND SENT TO YOU THAT WILL REQUIRE YOU TO PAY ANY DIFFERENCES OR FOR THE SPRINGHOUSE TO PAY YOU FOR ANY OVER-ESTIMATE.

PLEASE NOTE THAT ALL PRICES QUOTED INCLUDE V.A.T @ 20%.