

# The River House Restaurant



## Conference Facility Information

February 2009

## **Welcome to the River House Conference Centre**

The locally renowned River House name is built upon a friendly yet professional service to our restaurant and conference visitors, as conference clients of the River House you will benefit through its versatile facilities and its ability to provide a first class catering service.

With much of Scotlands glorious scenery, including views of Stirling Castle and the Wallace Monument on our door step the River House is unique in its modern venue within Historic surroundings. Ideally situated within easy reach of three of Scotlands major cities, Glasgow, Edinburgh and Perth, by motorway, train and even our own helipad.

The following pages will demonstrate why the River House should be the choice for your next conference and why you will come back time and time again. From flexible tariffs to catering arrangements that will meet everyone's needs, the River House has it all!

We look forward to seeing you soon!

Jeni Moffat  
(Conference Manager)

[conference@houserestaurants.com](mailto:conference@houserestaurants.com)

### **Directions and Map**

From the major motorways simply head for the M9 and take Junction 10 which is signposted for Callander, there after follow the signs for Stirling Castle/Loch Lomond.

The River House Restaurant, Bar and Conference Centre is signposted thereafter.

From Stirling Train station we are no more than 5 minutes in a taxi.

For an interactive map please visit our web-site, [www.houserestaurants.com](http://www.houserestaurants.com).

# **River House Price List**

## **Standard Conference Facilities**

- Fully air-conditioned conference room
- Zoned control lighting system
- Naturally lit
- Free parking included disabled spaces

## **Day Delegate Rates**

<b>Tariff.</b>	<b>Price per person (excluding VAT)</b>
All Day Delegate (5 hours or more)	£ 30.50
Half Day Delegate (Less than 5 Hours)	£ 23.00

## **Prices include:**

- Full use of conference facilities including TV & video, overhead projectors & screens, flip charts, magnetic wipe boards & pens, pencils & pads.
- Selection of teas, filter coffee & biscuits on arrival, mid-morning &/ or mid-afternoon with mineral water throughout. Other drinks and speciality coffees may also be purchased.
- A two course lunch (starter & main course) in the River House Restaurant or a three course hot finger buffet, served in the conference room. Sample menus are attached for all of these options. Special dietary requirements can be catered for with advance notice.

## **Room Only Rates**

Only available for conferences with a duration of 3 hours or less.

<b>Room</b>	<b>Price per hour (excl. VAT)</b>
Lochan 1 <b>or</b> Lochan 2	£35
Lochan 1 <b>&amp;</b> Lochan 2	£50

The number of delegates attending a conference will determine the size of room required. Parties over 16 will require our full facility, however if full room is preferred rather than required please inform us.

## **Additional Services**

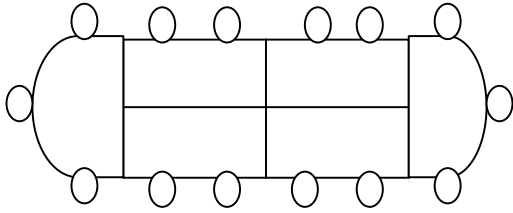
- Selection of teas, filter coffee and biscuits charged at £2.35 per person.
- Bacon or sausage roll charged at £2.00 per person.
- Danish, scone or muffin charged at £2.00 per person
- Photocopying and fax facility. (5p per page)
- A stationary supplement of £1pp will be charged where applicable.
- Digital-data projector £25.00 up to 4 hours or £50.00 for the full day. (Not included within delegate or room hire rates)

## **Room Dimensions**

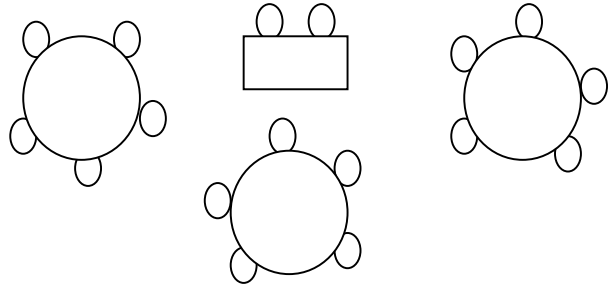
- 1/2 room = 6m. x 7m. (approx)
- Full room = 12m. x 7m. (approx)

## Room Layouts

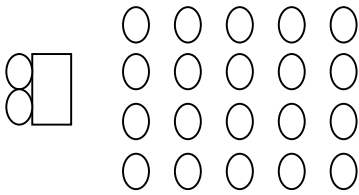
**“Boardroom”** - ½ Room = 16 max  
 - Full Room = 28 max



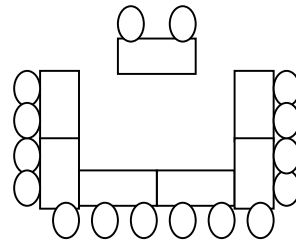
**“Cabaret”** - ½ Room = 20 max  
 - Full Room = 40 max



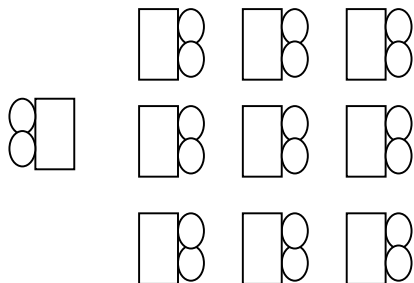
**“Theatre”** - ½ Room = 25 max  
 - Full Room = 75 max



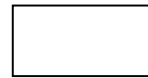
**“Horse-shoe”** - ½ Room = 14 max  
 - Full Room = 24 max



**“Classroom”** - ½ Room = 16max  
 - Full Room = 32 max



**“Interview”**



# **Sample Buffet Menu**

(Not for conferences under 10 delegates)

## **(v)Assorted Crudités with Dips & Tortilla Chips**

Julienne of crisp seasonal vegetables with a selection of dips:

Lime and coriander hummus

Tomato and basil mayonnaise

Cucumber and mint yoghurt

Smoked cheese and spring onion crème fraiche

## **Selection of Farmhouse Rolls**

Smoked Chicken with a confit of sweet tomato

Parmaham with rosemary scented mozzarella balls

(v)Sundried tomato and avocado

Hot smoked salmon with dill and lemon crème fraiche

(v)Applewood cheddar ploughmans

## **Hot Food**

(v)Mozzarella cheese and chilli melts

Warmed sausage rolls

(v)Gold mini brie wedges with redcurrant jelly

Mini seafood tartlets

Garlic and thyme chicken wings

(v)Mini spinach brioches

## **Dessert**

Mini danish selection

Melon and fruit platter

Selection of sweet pastry tartlets

# Sample Lunch Menu

Served between 12 & 4.30pm  
**Starter and Main Course £6.95**

\*Freshly made soup of the day

\* Smoked haddock & cream cheese terrine with a small salad and a lime mayonnaise served with toasted malt loaf (£2.25 supplement).

(V)\* Chilled fan of honeydew melon with a strawberry, pear & grape salad and a mango coulis.

(V)\* Spiced chickpea hummus with a small tossed salad and warm pitta bread.

\* Deep fried haggis balls in a crisp ale batter with a whisky & Dijon mustard mayonnaise.

\* \* \* \* \*

\* Mediterranean lamb casserole cooked in tomato, root vegetables and mixed Cajun spices.

(V)\*Penne pasta tossed in a garlic & white wine cream with sautéed button mushrooms.

\* Steamed Orkney salmon with a poached fennel & rocket salad and topped with a lime & tarragon dressing.

\*Grilled pork, leek & apple sausages with buttered mashed potato and a white onion gravy.

(V)\* Vegetable gratin of aubergine, potato, mushroom, courgette & onion bound in a garlic cream and topped with a two cheese breadcrumb crust.

\*Grilled fillet of trout with a bacon & apple salad and a wholegrain mustard dressing.

\* Roast breast of chicken topped with a button mushroom, smoked bacon & thyme jus (£2.50 supplement).

\*Griddled Angus rump steak masked in a cracked black pepper cream sauce. (£3.45 supplement).

\* Gluten or Dairy Free? Ask your server as many dishes can be adjusted accordingly.

\* We are unable to guarantee that our meals do not contain traces of nuts.

## **Conference Specification and Reservation Form**

Organisation Name & Address .....

Contact Name .....

Tel./Fax No. ....

Email Address .....

Purchase Order Number .....

Invoice Address .....

Date of Conference .....

Total No. of Delegates .....

Meeting times Entry: ..... Exit: .....

Tariffs (excl.VAT)

<input type="checkbox"/>	Delegate with Lunch	(£23 or £30.50p/p)
<input type="checkbox"/>	Delegate with Buffet	(£23 or £30.50p/p)
<input type="checkbox"/>	Room Only	(£35 or £50 per hour)

Room Layouts

<input type="checkbox"/>	Boardroom
<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Classroom
<input type="checkbox"/>	Horse-shoe
<input type="checkbox"/>	Cabaret

Catering Requirements

<input type="checkbox"/>	2 Course Lunch	Time .....
<input type="checkbox"/>	Buffet	Time .....
<input type="checkbox"/>	Special Requirements (vegetarian, gluten free)	Please specify .....
<input type="checkbox"/>	Tea/coffee/biscuits	Time .....
	(arrival/midmorning/afternoon)	

Additional Services

<input type="checkbox"/>	Stationary	Number .....
<input type="checkbox"/>	Break outs required	Time .....
<input type="checkbox"/>	Digital Projector	Time .....
<input type="checkbox"/>	Pastry/Scone/Bacon roll	Time .....
<input type="checkbox"/>	Tea/Coffee/Biscuits (room only)	Time .....

I confirm that I have read and agree with the Terms & Conditions attached

Signed ..... Date .....

..

**All of the above information must be completed.**

## **Conference Terms & Conditions**

1. All reservations must be confirmed in writing or by email to [conference@houserestaurants.com](mailto:conference@houserestaurants.com), with a completed specification form returned, otherwise the company reserve the right to re-allocate the facility.
2. Conference reservation form must be completed in all areas to confirm bookings.
3. Proof of business I.D must be presented when booking.
4. Final numbers must be confirmed at least 3 working days before the event. Any reduction in numbers after this time will be charged at full rate. This includes buffet and lunch cancellations.
5. In the unfortunate circumstance that you have to cancel your confirmed booking, the company reserve the right to charge a cancellation fee against the total contracted business according to the notice received:
  - a. 100% for cancellation on the day of the event.
  - b. 75% for cancellation within 1 – 7 working days notice before the event.
  - c. 50% for cancellations within 7 - 14 working days notice before the event.
6. All cancellations must be authorised by the Duty Manager or the Conference Co-ordinator.
7. In extreme circumstances and for reasons beyond our control, the company reserves the right to make amendments to your booking and to offer a suitable alternative.
8. All invoices must be paid within 21 days after the event
9. Any requests for additional services must be made at the time of confirmation  
When confirming a booking, times for lunch and buffets must also be arranged. Any changes in these arrangements should be confirmed within 7 days of the event.
10. A delegate attending your conference must sign a receipt and confirm an invoicing address before they leave at the end of the meeting.
11. The company reserves the right to make additional charges for damage to conference property (including electrical equipment & upholstery or for materials used but not included in clients tariff).
12. Diners with special needs (vegetarians, vegans, gluten free) must contact the restaurant before the day of the event and inform the conference co-ordinator.
13. The conference room is strictly non-smoking.
14. No food / beverage purchased outside of the premises may be consumed within them.
15. Certain dishes on the 2 – Course Lunch menu carry a supplement. Any supplemented dishes may be removed from the menu at your request.