



# Lytham Hall

## Private Functions



# Function & Events



The fine Palladian style house was commissioned by Sir Thomas Clifton in 1752 to replace a previous house on the site, the seat of the Clifton family. The house survives with little alteration today and is regarded as one of the best works of the eminent architect, John Carr of York. He spent ten years completing the design, which incorporated some of the earlier 16th century house, the remains of which are still visible in the Courtyard and West Wing.



There are several ways of creating your perfect event at Lytham Hall as we have many different rooms and outdoor space.

There are facilities available to meet all your function's needs with ample car parking / disabled parking on site. Ramp and lift access is available to the conference suites.

We pride ourselves on being flexible and accommodate our guests to fit their individual requirements for the day.

The **West Wing Function Room** is the largest room we have available, which can seat up to 80 guests (depending on your chosen layout). We also have a fully licensed bar.

The **West Wing Boardroom** which sits opposite the West Wing Function Room and can seat smaller numbers for a private dinner or buffet. Seating up to 20

The **Beaters room** which sits in our historic courtyard can seat smaller numbers for a private dinner or buffet. Seats up to 10.

The **Georgian Dining Room** sits in the splendid Georgian Hall where you can dine surrounded by paintings of the Clifton family and it's beautiful alcove servery by Gillow of Lancaster. Can seat up to 20.

These function rooms are available for hire when taking one of our catering packages.

**Access to the function room on the day of hire is from 9.30am**

**Unfortunately, we no longer offer functions in the evenings, other than our Private Georgian Dining Package in the Hall.**

## ROOM HIRE CHARGES

**UPPER WEST WING FUNCTION ROOM HIRE CHARGES: - £75**

**BOARDROOM FUNCTION ROOM HIRE CHARGES:- £50**

**BEATERS ROOM : - £30**

**GEORGIAN HALL:- Georgian Dining Package available at £2500 cost inc room hire for up to 20 people. (Please enquire about other hire)**



# Catering

## **BUFFET 1**

Selection of sandwiches, Fresh salad bowls, Cheddar & onion rolls (V), Assorted quiches (V), Salt & chilli chicken wings, Homemade coleslaw (V), Moroccan cous cous (V), Continental meat board, Mediterranean chicken kebabs, Mini smoked salmon & dill cream cheese bagels, Indian meze platter (V), Southern fried potato wedges (V).

**£17.95 per person**

Add a Dessert for **£3.95** (please enquire as to our selection)

## **BUFFET 2**

Selection of sandwiches, Fresh salad bowls, Cheddar & onion rolls (V), Assorted quiches (V), Salt & chilli chicken wings, Homemade coleslaw (V), Moroccan cous cous (V), Continental meat board, Mediterranean chicken kebabs, Mini smoked salmon & dill cream cheese bagels, Indian meze platter (V), Southern fried potato wedges (V), Cheese board (V), Pesto pasta salad (V), Salmon fillets dressed in pea pod & radish salad and Desserts (V).

**£22.95 per person**

## **CANAPES**

Selection of canapés (priced at 4 per person) and a glass of prosecco.

**£18.95 pp**

Selection of canapés only (priced at 4 per person)

**£11.00 pp** (This option is only available on arrival – not as sole catering)

## **HOT LUNCH**

**Choose 2 options from the following:-**

- \* Lancashire Hotpot served with Red cabbage or
- \* Beef / Vegetarian lasagne or
- \* Chicken Tikka Masala and Rice or
- \* Mushroom Stroganoff and rice

All the above served with salad bowls, fresh rolls and butter

**£13.50 per person**

Add a Dessert for only **£3.95** per person (please enquire as to our selection)

## **4 COURSE LUNCH MENU**

We can provide you with a 4 course dinner package served to your table.

Please see our 4 Course menu overleaf.

**4 Courses** (Starter/Main/Dessert/ Coffee and tea with petit fours)

**£34.95 per person**

# Upper West Wing 4 course Lunch—£34.95 p/p

## Menu Options

### STARTER

- \*Prawn and crayfish cocktail served with brown bread, butter and marie rose sauce
- \*Tomato and roasted red pepper soup served with artisan roll (V)
  - \*Chicken Liver pate bruschetta
- \*Ham hock and pea terrine served with homemade chutney

### MAIN

- \*Prime fillet of chicken in a creamy mushroom, white wine and French herb sauce.
  - \*Lamb Shank in minted jus
- \*Scottish salmon fillet with a creamy asparagus sauce

### **Vegetarian options –**

- \*Gruyere cheese and red onion artisan tart (V)
- \*Portobello, spinach, brie and cranberry wellington (V)

***All served with fresh local vegetables and potatoes of the day***

### DESSERT

- \*Triple chocolate pyramid– a delicate layered mousse of white, dark and milk chocolate
  - \*Seasonal mixed fruit and custard tart (V)
- \*Selection of cheeses with biscuits, mixed grapes and celery sticks (V)

### 4TH COURSE

- \*Coffee, Tea and Mint Chocolates

### **Important:**

**To make your guests a menu to choose from  
please select 2 options from each course.**

**The 4th course is your Tea, Coffee & Chocolates  
( Dietary requirements will be met in addition to this )**

***We require final menu selections, special dietary requirements  
and a table plan 1 week prior to your event.***

# Georgian Private Dining



The fine Georgian Dining Room, with its splendid alcove servery by Gillow of Lancaster, can be hired for smaller more intimate dining, surrounded by portraits of the Clifton Family.

For up to twenty people, you can dine like royalty for an inclusive price of **£2500**, which includes a four course dinner with bubbly on arrival.

Private hire is from 7pm - 11pm.

## *Menu*

Please make only **two** choices from each course to make up your menu to offer to your guests

### **STARTER CHOICES**

Prawn and crayfish cocktail served with brown bread, butter and Marie rose sauce

Tomato and roasted red pepper soup served with artisan roll (V)

Chicken Liver pate bruschetta

Ham hock and pea terrine served with homemade chutney

### **MAIN COURSE CHOICES**

Prime fillet of chicken supreme in a creamy mushroom, white wine and French herb sauce.

Lamb Shank in minted jus

Scottish salmon fillet with a creamy asparagus sauce

### **VEGETARIAN MAIN COURSE OPTIONS**

Gruyere cheese and red onion artisan tart (V)

Portobello, spinach, brie and cranberry wellington (V)

*All served with fresh local vegetables and fondant potatoes of the day*

### **DESSERT CHOICES**

Triple chocolate pyramid - a delicate layered mousse of white, dark and milk chocolate

Seasonal mixed fruit and custard tart (V)

Selection of cheeses with biscuits, mixed grapes and celery sticks (V)

(Subject to room availability—Excludes wedding receptions and Saturdays in season)

# Drinks

## **HOT DRINKS**

|                            |                         |
|----------------------------|-------------------------|
| Tea or Coffee              | <b>£3.00</b> per person |
| Tea or Coffee and biscuits | <b>£3.95</b> per person |

## **RECEPTION DRINKS BY THE GLASS**

|                                   |       |
|-----------------------------------|-------|
| Glass of white / red wine         | £6.95 |
| Glass of prosecco -               | £7.95 |
| Glass of champagne                | £9.95 |
| Jug of pure orange juice          | £5.50 |
| Bottled Mineral water ( 1 litre ) | £4.50 |

## **DRINK AND CANAPES**

|                                 |        |
|---------------------------------|--------|
| Wine and canapes (4 per person) | £18.95 |
| Prosecco and canapes            | £16.95 |
| Champagne and canapes           | £18.75 |

## **WINE BOTTLES FOR THE TABLE**

|                                        |        |
|----------------------------------------|--------|
| Bottles of House wine                  |        |
| White ( Sauvignon Blanc / Chardonnay)- | £18.95 |
| Red - ( Merlot / Shiraz)               | £18.95 |
| Rose - ( White Zinfandel blush)        | £18.95 |
| Bottles of Prosecco                    | £22.50 |

(Other wines available—Please ask to see our current wine list)

We also have a fully licensed Bar for your function located in the Upper West Wing. Please ask if there are any products you particularly wish us to stock for your event.

We are sorry but Lytham Hall does not allow customers to bring in their own alcohol and pay a corkage charge.

# Booking details

A provisional booking can be made with no obligation but your date will only be secured on receipt of a deposit (all deposits are non-refundable). We will invoice you for the remaining monies which must be paid one month prior to your date.

Payments can be made by :-

Cheque: made payable to "LHT Enterprises"

Debit/credit card: by calling the Lytham Hall Estate Office on 01253 736652

Bank Transfer: The Co-operative Bank, A/C No.50068762, Sort Code:08-90-00

Lytham Hall is operated and maintained by Heritage Trust for the North West, a registered charity. All income goes to the upkeep of Lytham Hall.

If you would like to book or view our facilities please give us a call to arrange a viewing. We look forward to welcoming you and your guests to Lytham Hall.

Paul Lomax

Deputy General Manager

Lytham Hall

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Web: [www.lythamhall.org.uk](http://www.lythamhall.org.uk)

# Frequently Asked Questions

## **Parking**

We have parking available on site. Any vehicle left overnight will have to check when the grounds are next open to access their car. The Heritage Trust North West does not accept responsibility for damage or theft to vehicles while on site.

Parking charges apply during the day, but not at evening functions

## **How many people can sit per table?**

The round tables in our function room can seat up to 10 guests.

## **West Wing numbers?**

The West Wing can seat up to 80 people on round tables.

## **West Wing Boardroom numbers?**

The boardroom can seat up to 22 people on a long table.

## **Is there disabled access?**

The ground floor of the House is accessible to wheelchairs via a ramp to the North Entrance, and the ground floor is viewable without further steps. Unfortunately, there is no lift access to the first or second floor of the historic house.

There is access to the tea room, via a removable ramp and a lift, which also accesses the top floor of the West Wing for private functions. There is disabled toilet in the West Wing and courtyard.

Paths in the parkland have been improved and adapted to be wheelchair accessible, and there is a spiral path without steps to the top of the Mount to access that viewpoint.

## **Catering?**

Catering must be booked through our in-house Lytham Hall caterers. We do not allow outside caterers on site.

## **Are there music facilities?**

You are welcome to bring in your own device with speakers or similar. We have a large Bluetooth speaker you can use, and microphone if required.

## **Is there music WIFI?**

There is Free public Wifi in the Upper West Wing, Boardroom and Beaters Room but not in the main Hall/

## **When is the room available from?**

Access to the function room on the day of hire is from 9.30am. If access is required before this time a charge may occur.

# Booking Terms & Conditions

## 1. Confirmation

Following your initial inquiry a booking form will be populated with all your initial requirements – Dates, Times, Numbers, Food and beverage requirements etc.

All provisional bookings will be held for *14 days* then automatically cancelled unless a letter / email of confirmation is received along with the appropriate non-refundable deposit.

A Written Confirmation of the booking and your requirements will then be issued. Please inform us as soon as possible if your booking requirements change or differ from this confirmation.

All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing VAT at the current rate is included in the price.

## 2. Payments and Food Requirements

Full payment of the function ***must be made 7 Days prior to the date of your booking.***

We will also need final numbers for any catering requirements 7 Days before.

Payments can be made by credit or debit card, cash or cheque. Cheques should be made payable to 'LHT Enterprises Ltd'

## 3. Cancellation by Client

In the event of cancellation by the Client less than 12 months in advance, Lytham Hall reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms. Cancellation in advance between:

|                   |                 |
|-------------------|-----------------|
| 1 and 12 months   | Loss of deposit |
| Less than 30 days | 100%            |

In addition to the above, any charges payable to any sub-contractors or any other costs incurred on behalf of the client will be charged. In all instances, notification of cancellation ***must be made in writing*** and will be effective on the date received by Lytham Hall

## 4. Cancellation by Lytham Hall

Lytham Hall reserves the right to cancel any booking in the event of:

A, the Client not fulfilling the requested prepaying schedule.

B, the management having reasonable grounds to believe that the holding of such function would prejudice the reputation, good name or standing of Lytham Hall.

Lytham Hall is not liable for any occurrence outside its control which prevents the performance of obligations towards the booking. In such an event, Lytham Hall shall use reasonable endeavours to offer the client alternative facilities and services, in such can be found and are acceptable to the client (such acceptance not to be unreasonably withheld).

In the event that this is not possible, however, Lytham Hall's obligation to the client extends up to, and is limited to, the full refund of any deposits held.

## 5. Outside Contractors

Outside contractors employed by the client must comply with appropriate legislation and be in contact with Lytham Hall prior to the event. They must provide evidence of their insurance (minimum of Third Party Liability) and relevant PAT testing of equipment.

Lytham Hall cannot accept responsibility for work carried out by outside contractors.

## 6. Consumption of Food and Drink

Consumption of food and drink other than supplied by Lytham Hall / Contract Caterers is not permitted without prior agreement.

Lytham Hall cannot be held responsible for the quality of food supplied by outside caterers.

Please note that due to our Bar and Entertainments license, all evening functions must finish at 12 Midnight at the latest.

## 7. Entertainment

Prior consent of Lytham Hall must be sought for any entertainment or service contracted for the function by the client. Clients may not use candles, smoke machines, lasers, or dry ice at Lytham Hall.

Lytham Hall reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary steps to alleviate the situation.

In the event of failure to comply with management requests, Lytham Hall reserves the right to terminate the contract and the event without being liable for any refund or compensation.

## 8. Damage

The Client will be responsible for any damage caused to the Hall by themselves, a sub-contractor or their guests and shall pay for such damage or loss of business caused as a result.

## 9. Disclaimer

Whilst every effort is made to safeguard clients' property, Lytham Hall does not accept any liability for any loss of damage caused or for vehicles parked in the car parks. Nor can we be responsible for gifts or decorations that have been delivered for a function.

## 10. Insurance

Clients are recommended to take out their own insurance.