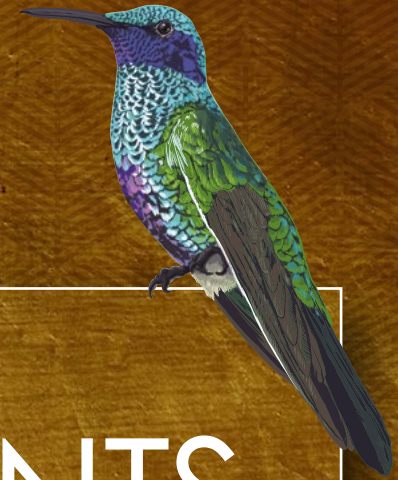




JUST  
INSPIRE



# CORPORATE EVENTS CELEBRATE IN STYLE

**THE RIVERSIDE GLASSHOUSE, JEPHSON GARDENS  
NEWBOLD TERRACE, ROYAL LEAMINGTON SPA, WARWICKSHIRE, CV32 4AA**



# TRULY INSPIRED

## WELCOME TO JUST-INSPIRE

*Thank you for considering us to play a key part in your celebration*

In 2009 Steven Holland founded his business with the motto '1st impressions' and today this ethos is still reflected throughout all aspects of our business, from our first conversation with you to waving you goodbye at the close of the event. JUST INSPIRE are immensely proud to operate truly inspired events at truly inspired venues, creating truly inspired experiences for all.

## TRUSTED BY THE BEST TO BE THE BEST

With 25 years' experience developed across the UK and Europe, the team at JUST INSPIRE have earned their reputation as leaders in the catering, events and hospitality sector. JUST INSPIRE, and the team within, have worked with people like Heston Blumenthal and the Roux family, and businesses like Smart Hospitality, DNC at Wembley Stadium, The Millennium Experience at The Principality Stadium and The Jockey Club at Cheltenham Racecourse.

Our versatile approach to events and hospitality in conjunction with our extensive network of people ensures that we can successfully manage events of any size, anywhere. INSPIRED EVENTS bring together all of our expertise in the events industry. Our inspired team are on hand to plan your event with you and look forward to working hard to ensure your day is a total success. We've worked with the best in the business, so whatever type of event you are planning, you can be confident of our performance on that most important day.

## EXCELLENCE BREEDS EXCELLENCE

When you choose JUST INSPIRE for your catering requirements you also choose outstanding food for your event. Offering the highest levels of kitchen skills and unparalleled reliability, we are more confident in our food offer than ever. We bring to the table ingredients worth searching for and responsibly source the best quality produce for your guests to savour, whilst offering the absolute best in culinary and visual spectacle.

We don't just create exceptional food, we create unforgettable experiences. From planning to plate we will transform your dream into a superbly executed event. Rest assured that our kitchen, bars and service teams will run like clockwork.

All dietary requirements can be catered for provided they are pre-booked  
If you would like to know about any of the allergens in our food and drink please speak to a member of the team  
Prices are exclusive of VAT and subject to change





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# HOW WE WORK



- ◆ Make an enquiry to our friendly events team via our website or by telephone.
- ◆ Come and see our beautiful venue and walk the space with us. We will discuss how you can make it your own whatever the occasion.
- ◆ If you love the venue, secure your chosen date with a venue hire deposit.
- ◆ **Choose your party package:**  
We know that every event is unique so we offer sociable dining or formal dining experiences depending on what you and your guests like to eat.
- ◆ Let us look after you every step of the way to plan and deliver an unforgettable day.
- ◆ Our full terms and conditions can be found toward the end of this brochure.

*Thank you so much for considering  
our venues and we really  
look forward to working with you.*

# VENUE HIRE

## THE RIVERSIDE GLASSHOUSE

*Stunning venue in the heart of the park*

**Gala Dinners | Award Ceremonies | Cocktail Receptions**

If you are looking to impress your guests, then the Riverside Glasshouse is a stunning location for your next corporate event. From gala dinners to award ceremonies to cocktail receptions, our team is here to ensure that your event runs smoothly, and all of your guests have a memorable evening.

Our function room is a spacious blank canvas with views of the River Leam on one side, the garden fountains on another and the tropical Temperate House on the third. We also have a sizable outside area which is perfect for enjoying drinks on a balmy evening.

The Riverside Glasshouse is connected to the beautiful Temperate House by floor to ceiling bi-fold doors, which when opened up, make a stunning location for your entertainment and dancing. It's a truly sensory experience.

When it comes to food, we have an array of delicious dining choices available, from a 3-course seated meal, sociable dining or standing reception with canapes. Vegetarian and vegan menus are also available.

## SUMMER TIME HIRE

**April to September**

Friday to Sunday and bank holiday Mondays

**£2500**

Monday to Thursday

**£2000**

Except bank holiday Mondays

## WINTER TIME HIRE

**October, November, January, February & March**

Monday to Sunday

**£1500**

Venue hire is based on a five hour hire term for instance from 19:00 hrs - 00:00 hrs.

Additional hours are charged at **£100.00** per hour



# FORMAL DINING



## 3 COURSE SEATED OFFER

**£59.00 per person**  
**Tables of 10 guests**

- ◆ Exclusive use of venue
- ◆ Dedicated and experienced event manager
- ◆ Assistance with announcements
- ◆ Host & security
- ◆ Bar and entertainment license until midnight\*
- ◆ Stunning photographic opportunities
- ◆ Formal three course dining
- ◆ Cucumber/citrus infused water
- ◆ Space for dancing
- ◆ White Chivari chairs with country green seat pads
- ◆ White table linen
- ◆ Baby changing facilities in both ladies' and gentleman's toilets
- ◆ Wheelchair access and accessible toilet

\* Bar and entertainment license until 10.30pm on Sundays

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# MENUS FORMAL DINING



*Please choose from the below:  
1 first course | 1 vegetarian first course |  
1 main course | 1 vegetarian main course | 1 dessert*

*Lots of these dishes can be adapted to suit a wide range  
of special dietary requirements*

## FIRST COURSE

All first courses are served with ciabatta and focaccia breads with English butter

Smoked ham hock terrine, ciabatta croute and red onion confit

Scottish smoked salmon, horseradish yoghurt, shaved fennel and watercress salad

Seared tuna loin, barbecued cucumber, radish salad,  
avocado purée and rice wine dressing

Crayfish and prawn cocktail with piquant mayonnaise

Chicken liver parfait with crostini and cherry tomato chutney

Italian cured Parma ham with Parmesan shavings, sun-blushed tomatoes  
and aged balsamic rocket salad

Sharing platters of Serrano ham, chorizo in red wine, marinated olives  
and sun-blushed tomatoes,

## VEGETARIAN FIRST COURSE

Red pepper pâté and rocket salad (V)

Heritage tomato and mozzarella stack, fresh basil, olive oil and sea salt (V)

Warm leek and goat's cheese tart (V)

Warmed wild mushroom and English brie tart with roquette and herb oil (V)

French onion soup with a gruyere croute (V)

Golden, candy and ruby beetroot, crottin goat's cheese and chive vinaigrette (V)

All dietary requirements can be catered for provided they are pre-booked  
If you would like to know about any of the allergens in our food and drink please speak to a member of the team  
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# MENUS FORMAL DINING



## MAIN COURSE

Slow cooked blade of Herefordshire beef with tarragon, crushed new potatoes, carrots, mushroom and a red wine jus

Slow cooked shoulder noisette of Cotswold lamb with dauphinoise potatoes and a port wine reduction

Tournedos of Scottish salmon, herbed crushed new potatoes, char-grilled asparagus, concasse tomato and crayfish butter

Pan fried corn fed chicken, oyster mushroom, fondant potato and a Madeira wine sauce

Slow roasted belly of pork, creamed chorizo and Savoy cabbage with a vanilla and chilli apple purée

Herefordshire beef medallions with roasted shallot, dauphinoise potato, Savoy cabbage, smoked bacon lardons and a red wine sauce

Seared fillet of sea bass, dill risotto, wilted baby spinach and lemon olive oil

Roasted breast of Cotswold White chicken, celeriac purée, roasted new potatoes and Madeira and tarragon jus

Cotswold lamb rump, pearl barley and vegetable risotto with rosemary gravy

## VEGETARIAN MAIN COURSE

Chickpea and vegetable tagine with cous cous (V)

Spiced butternut squash tart (V)

Wood roasted pepper, broad bean, pea and chestnut mushroom risotto with truffle oil (VE)

Roasted Mediterranean vegetable strudel with tomato and basil ragu (V)

Roasted field mushroom stuffed with pousse spinach and Gorgonzola, potato gratin and a warm tomato salsa (V)

Baby spinach and artichoke risotto with green pesto and a baby leaf salad (V)

Pea and watercress risotto (V)

Vegetable Paella (VE)



# MENUS FORMAL DINING



## DESSERT

Dark chocolate and popping candy tart with anglaise sauce

Pear and chocolate frangipane tart

Madagascar vanilla pod cheesecake with berry compote

French lemon tart with raspberry coulis

Warm sticky toffee pudding, butterscotch sauce and clotted cream

Cherry Bakewell tart served warm with homemade custard

Cinnamon spiced brioche bread and butter pudding with a warm berry compote

Dark chocolate torte, mascarpone, orange crisp and a Grand Marnier anglaise

Glazed red wine poached pear with lemon shortbread biscuit  
and quenelle of Devonshire clotted cream

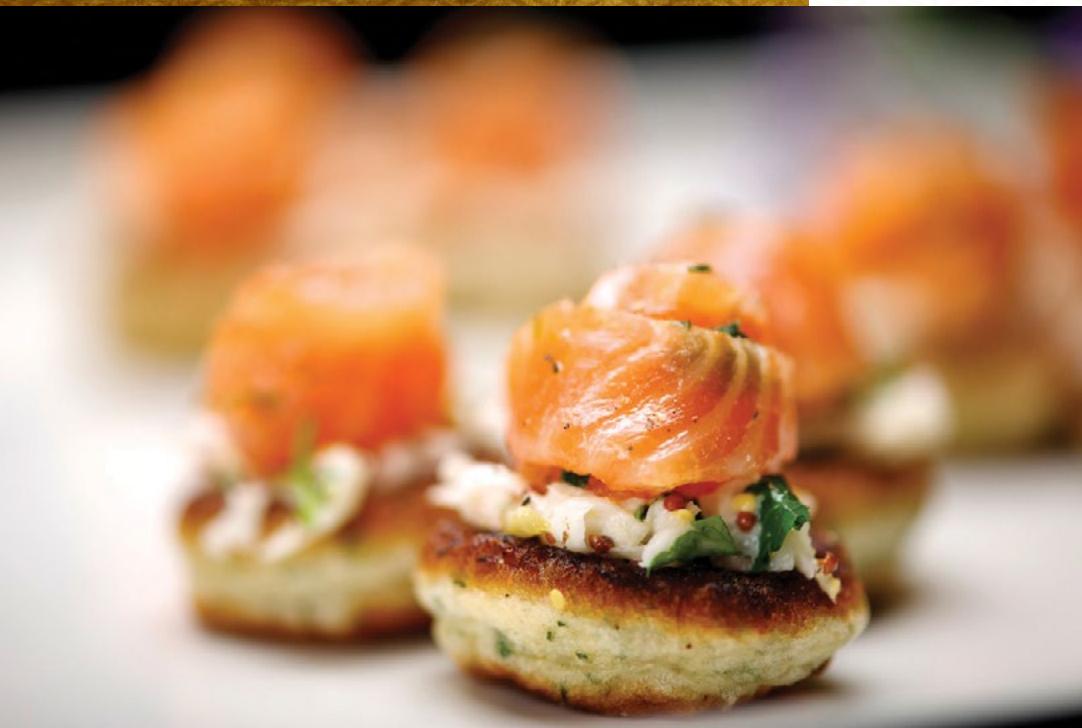
Gingerbread cheesecake with lemon mascarpone and salted caramel sauce

Vegan apple pie served with vegan custard (VE)

Vegan chocolate orange cake (VE)



# MENU CANAPÉ RECEPTION



**Please choose 4 canapés from the below:**

**Charged at £12.00 per person prior to meal  
or £19.95 for a reception only**

## **DELICATE**

Crayfish tails in BBQ cucumber

Goat's cheese and compressed watermelon

Skewer of king prawn marinated in sweet chilli wrapped in mange tout

Parma ham, mozzarella and sun-blushed tomato croûte

Smoked salmon and cream cheese blinis

Roasted beetroot bruschetta (VE)

Cucumber, celery and tomato gazpacho shot (VE)

## **WHOLESOME**

Beef and horseradish tartlet

Montgomery cheddar and leek tartlet (V)

Chicken liver parfait with onion confit and a rosemary croûte

Creamed woodland mushroom tart (V)

Cherry tomato and mozzarella brochette (V)

Roasted pepper and onion tart with fresh Parmesan (V)

## **WARM**

Honey and mustard glazed mini Gloucestershire pork sausages

Individual shepherd's pie

Mini barbecue sausage with onion confit

Mini Welsh rarebit (V)

Mushroom and roasted pepper arancini balls (V)

Vegan rainbow spring rolls (VE)

# STREET FOOD PARTY



## ENJOY RELAXED AND SOCIABLE PARTY DINING WITH OUR POPULAR STREET FOOD MENU

*Please select your favourite 5 items from the below  
Minimum of 70 - Maximum of 180 people | £40.00 per person*

*Served to guests as they mingle*

Spiced lamb kofta, cucumber and mint yogurt with pickled veg  
served on flat breads with chilli sauce

Gloucestershire pork sausages, honey and mustard mash with sticky gravy

Meatballs marinara with short (no mess) spaghetti and parmesan

Chef Russell's own recipe mac 'n' cheese (V)

Pad Thai chilli chicken.

Pad Thai chilli vegetable (V, VE)

KFC tempura fried cauliflower gochujang BBQ sauce (VE)

KFC buttermilk fried chicken with gochujang BBQ sauce

Panko breaded chicken with Katsu sauce and jasmine rice

Memphis style slow roasted brisket

Asian spiced or or slow roast Gloucester old spot pork belly

Tandoori chicken thighs and drumsticks

Chicken masala

Vegetable masala (V, VE)

Indian savoury snacks with mango chutney, raita and lime pickle (V)

Sour dough pizza selection: stone baked Pepperoni or Margherita (V)

Cotswold pork sausages in artisan rolls with condiments  
(vegetarian sausages available)

# STREET FOOD PARTY



Chicken Massaman curry with braised rice  
Vegetable Massaman curry with braised rice (V, VE)  
Roast butternut and spinach Penang curry (VE) (GF)  
Slow cooked Korean spiced beef bulgogi (GF) (DF)  
Seared and spiced tofu bulgogi (VE)(GF)  
Pan fried tofu with spicy Korean ketchup, spring onion and sesame seeds (VE) (GF)  
Arancini Balls: wild mushroom & basil / roast butternut & sage / spinach & pepper served with a rich tomato ragu (V) (please choose one)  
Pappardelle pasta with a creamy wild mushroom sauce (V)  
Tandoori butternut masala (VE) (GF)  
Rigatoni, arrabbiata sauce, roast aubergine and basil (V)  
Paprika chicken, roasted pepper, chorizo and haricot bean  
Spanish casserole (GF) (DF)

### ***Followed by ice cream from the Just Inspire ice cream bike***

Survivors breakfast served at 22:00 hrs - **£6.95** per person

Sour dough pizza selection:

Stone baked Pepperoni or Margherita (V)

# WINE LIST SPARKLING & CHAMPAGNE



## 1. Favola Prosecco Extra Dry, Italy (VE)

Fresh and fruity with a touch of sweetness on the finish.

ABV 11.5% BOTTLE **£27.50** GOES WELL WITH: Enjoy as an aperitif

## 2. Cava Marrugat Millesime Brut Nature, Spain (CONTAINS FISH)

A wonderfully elegant fully dry sparkling wine. This wine has spent 48 months on the lees so has a very fine mousse.

ABV 11.5% BOTTLE **£35.00** GOES WELL WITH: Drink on it's own or with mussels or cheeses

## 3. Champagne Bernard Remy Brut Carte Blanche (VE)

A well made Champagne which is a Pinot Noir dominant cuvée with good structure and fruit

ABV 12% BOTTLE **£40.00** GOES WELL WITH: Aisian cuisnine

## 4. Champagne Bollinger Special Cuvée (CONTAINS FISH)

A full flavoured classic Champagne which uses oak to ferment its base wines so they have a roundness, spiciness and creamy texture.

ABV 12% BOTTLE **£65.00** GOES WELL WITH: Best on its own or try with fish and chips.

## 5. Champagne Louis Roederer Collection

This Champagne has notes of white fruit, citrus zest and acacia blossom, which are followed by a light touch of roasted hazelnuts. An exceptionally approachable Champagne.

ABV 12% BOTTLE **£70.00** GOES WELL WITH: Good friends and celebrations!

## 6. Champagne Laurent Perrier Cuvée Rosé (VE)

Made from 100% Pinot Noir grapes, this is clean and wonderfully fresh with a supple palate and a lingering finish.

An absolute classic!

ABV 12% BOTTLE **£80.00** GOES WELL WITH: Best enjoyed in the summer sunshine.

### We are excited to be launching our long-awaited wine list!

Continuing in all things new, we have had a major revamp of our pricing, continuing and improving on the fantastic quality wines we bring you but now at a fraction of their previous price. When everything around us seems to be increasing in price, we thought we'd bring that little luxury down!

# WINE LIST

## WHITE WINE



### 7. Casa Santiago Sauvignon Blanc, Chile (VE)

From a top twenty family owned winery in Chile, this wine has some green apple acidity balanced by good fruit and a nice clean finish.

ABV 13% BOTTLE **£20.00** GOES WELL WITH: Enjoy on its own or with seafood.

### 8. Foundstone Unoaked Chardonnay, Australia (MILK)

Vibrant peach flavours are complemented by creamy tones, all underpinned by a refreshing line of acidity creating a long, zesty finish.

ABV 13.5% BOTTLE **£25.00** GOES WELL WITH: Grilled fish or chicken salad.

### 9. Picpoul de Pinet Foncastel, France (VE)

Attractive weight with a good balance of zesty acidity and minerality, as well as a touch of saltiness on the finish.

ABV 12% BOTTLE **£25.00** GOES WELL WITH: Perfect as an aperitif or with shellfish.

### 10. Circle of Life White, South Africa (VE)

A delicious blend of Sauvignon Blanc with Chenin Blanc and Semillon. This organic and biodynamic wine has intense flavours and great balance.

ABV 14% BOTTLE **£30.00** GOES WELL WITH: Sashimi of Tuna, smoked potato gnocchi or red snapper.

### 11. Gavi di Gavi Nuovo Quadro, Italy (VE)

A textural single vineyard Gavi made from the Cortese grape in the Piedmont region of northern Italy.

ABV 12.5% BOTTLE **£31.00** GOES WELL WITH: Serve chilled as an aperitif or with seafood and fish dishes.

### 12. Pazo Rosqueira Albarino, Rias Baixas, Spain (CONTAINS FISH)

Put simply, one of the best whites with fish. From the top producing area, it has great minerality but with good weight in the mouth.

ABV 12.5% BOTTLE **£33.00** GOES WELL WITH: Really fresh fish and seafood.

### 13. Genetie Macon Charnay Les Macon Les Piliers, Burgundy (VE)

From the Maconnais which is the value end of Burgundy, this white is rounded and soft with a clean yet creamy finish.

ABV 13% BOTTLE **£37.00** GOES WELL WITH: Quiche, pan-fried trout or veal scallops in a buttery sauce.

### 14. Sancerre Terres Blanches, Domaine Roblin, Loire Valley, France (VE)

Classic Sancerre with ripe citrus and pear fruit, pithy grapefruit notes and an appealing stony edge to the long finish.

ABV 13% BOTTLE **£39.00** GOES WELL WITH: Goats cheese, fish and vegetables.

# WINE LIST

## RED WINE



### 15. Casa Santiago Merlot, Chile (VE)

An easy drinking Merlot which matches with lots of different dishes. It is plummy and rounded with just enough grip.  
ABV 13% BOTTLE **£20.00** GOES WELL WITH: Pasta, cured meats and roast pork.

### 16. Foundstone Shiraz, Australia (VE)

The generous palate offers rich black fruits complemented by notes of coffee, vanilla and caramel through to a long, rich and satisfying finish.  
ABV 14% BOTTLE **£25.00** GOES WELL WITH: Steak or hearty winter stew.

### 17. Amauta Absoluto Malbec, Salta, Argentina (V)

From the northern part of Argentina where the vineyards are at high altitude allowing the fruit to ripen slowly and retain aromatic qualities.  
ABV 12.5% BOTTLE **£28.00** GOES WELL WITH: Steak or slow cooked lamb shoulder.

### 18. Ontañon Ecologico Rioja, Spain (VE)

A modern style or Rioja made with ripe organic fruit. It has been oakaged for 5 months in French and American oak.  
ABV 14% BOTTLE **£28.00** GOES WELL WITH: Roast chicken and pork, or grilled salmon.

### 19. Avegiano Montepulciano d'Abruzzo, Cantina Bove, Italy (VE)

Deliciously fruity and smooth with good chunky fruit.  
ABV 13% BOTTLE **£30.00** GOES WELL WITH: Grilled lamb chops, hearty stews and game dishes.

### 20. Chateau Troupian, Haut Medoc, Bordeaux, France (VE)

Delicate aromas of crunchy blackcurrant lead to a rounded palate, with supple tannins and pleasant aromatic freshness. Fantastically modern and versatile Bordeaux.  
ABV 13.5% BOTTLE **£30.00** GOES WELL WITH: Roasted red meats, steaks and grilled meat dishes.

### 21. Cairanne La Côte Sauvage, Rhône (VE)

Rich, intense and drenched in dark fruits. This wine is full flavoured and smooth with supple tannins.  
ABV 14.5% BOTTLE **£35.00** MAKE IT A MAGNUM **£65.00**  
GOES WELL WITH: Red meat dishes and rich stews

### 22. Marques de Pluma Roble, Ribera del Duero, Spain (CONTAINS FISH)

From an area of Spain which produces top quality wines, this has a structured palate with bright fruit and delicious savoury notes.  
ABV 12.5% BOTTLE **£37.00** GOES WELL WITH: Red meat, game dishes and hard cheeses.

# WINE LIST

## ROSÉ

### & DESSERT



## ROSÉ WINE

### 23. Casa Santiago Rosé, Chile (VE)

A fruity rosé with a refreshing dry finish.

ABV 13%

BOTTLE **£20.00**

GOES WELL WITH: Great on its own or as an aperitif but works well with lighter pasta dishes, salade Niçoise, paella, grilled chicken, fish or lamb with herbs.

### 24. Château de l'Aumerade Rosé, Cotes de Provence Cru Classes, France (VE)

An elegant dry rosé from one of the best estates in Provence. Serve chilled as an elegant apéritif

ABV 12.5%

BOTTLE **£26.00**

GOES WELL WITH: Mediterranean or lightly spiced Asian cuisine; sushi, exotic fusion.

## DESSERT WINE

### 25. Muscat de Beumes de Venise Cuvée Les Trois Fonts, Domaine de Coyeux (VE)

A rich and luscious dessert wine from France.

ABV 15%

BOTTLE **£35.00**

GOES WELL WITH: Fruit desserts and Creme Brulée.

### 26. Quady Elysium Black Muscat, California (CONTAINS MILK)

A wonderful dessert wine with a rich berry flavour and an aroma of rose petals.

ABV 15.5%

HALF BOTTLE **£39.00**

GOES WELL WITH: Chocolate desserts.

### 27. Castelnau de Suduiraut, Sauternes (V)

Classic Sauternes with honeyed sweetness and touches of beeswax.

ABV 13.5%

HALF BOTTLE **£42.00**

GOES WELL WITH: Richer fruit desserts including dried fruit puddings.



# PARTY PEOPLE WE LIKE WORKING WITH



## DESIGN & DECOR

MARIANNE TAVINER

hello@mariannetaviner.co.uk

www.mariannetaviner.co.uk

## DISCO & ENTERTAINMENT SPECIALISTS

KEVIN WICKES

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## CELEBRANT

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## PHOTOGRAPHY & FILM

AMARA GRACE

amaragracedweddings@gmail.com

07577855775 or 07894908028

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info@lightandlacephotography.co.uk

www.lightandlacephotography.co.uk

## CAKES

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www.thecakeryleamington.co.uk

## LIVE BAND

THE GOODFELLOWS BAND

Call George Driscoll on 07575888131

## CONTENT CREATION

VISUAL-EYES MEDIA

visualeyesmedia.info@gmail.com

07734 734 731

www.visual-eyesmedia.com

## AUDIO VISUAL PROFESSIONAL SOUND & LIGHT

PETE SMITH

sales@psldist.com

www.psldist.com

# INSPIRED EVENTS



## HERE'S WHAT YOU CAN EXPECT

Inspired menu design

Dedicated event planner

The best produce from our inspired suppliers

Inspired management team both front and back of house

Contemporary design cutlery, crockery and glassware

Tables and chairs for dining

Complete set up, service and clear up

*An event to remember*

For more information and to discuss your event please contact  
the Just-Inspire events team on:

**01926 935051**

**[bookings@just-inspire.com](mailto:bookings@just-inspire.com)**

**[www.just-inspire.com](http://www.just-inspire.com)**



**#riversideglasshouseevents**

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# OUR TERMS

## **IMPORTANT NOTICE:**

No booking will be accepted without receipt of these signed Terms and Conditions. The success of your function is important to us. In order to ensure the best communication with our clients, we ask you to review our terms. If any questions are left unanswered, or if you have any questions whatsoever, please feel free to contact us.

## **DEFINITIONS:**

All references to T R G means "The Riverside Glasshouse", Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA. All references to Just Inspire refer to Just Inspire Limited Hospitality & Event Management a trading name of Holt Solutions Ltd, registered office: Hobbs Hole Cottage, Yarningale Common, Warwick, Warwickshire, CV35 8HS. Registered in England. Registered number: 4202743.

All references to the Hirer is reference to either the person making the booking or the Company on whose behalf the booking is made. The Hirer is, therefore, responsible for the payment of all charges incurred.

## **CATERING CONDITIONS:**

1.1 Please note our prices are prepared based on the specific numbers you have indicated will be attending your event. In the event of the final number going above the guaranteed number an additional charge based on the per head cost will be applied. In the event of the final number falling below the number indicated no refund will be available and the price as stated in the contract will be charged.

1.2 Bar and wine prices are correct at the date of printing but such items are subject to alteration without notice.

1.3 Additional requests (not included in this contract) i.e. extra guests, drinks or food items must be made no later than 14 working days prior to the function.

1.4 In the event the Hirer has chosen drinks on consumption – minimum spend amount will be charged a minimum of 7 working days prior to the event: £10 + VAT pp for small amounts of drinks required £20 + VAT pp for large amounts of drinks required (i.e. with dinners or receptions This deposit will be allocated against drinks consumption post-event.

## **CONFIRMATION AND PAYMENT:**

2.1 To confirm your booking and secure the venue for your chosen date, a deposit invoice for the venue hire will be issued and is payable within 7 days. This deposit payment should be returned with a signed copy of these Terms & Conditions within 7 days of the date of the deposit invoice. The deposit is non-refundable. All payments should be made to Holt Solutions Ltd/T/A Just Inspire refer to Just Inspire Hospitality & Event Management, The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA.

2.2 Then 6 months prior to the event, an invoice for 50% of remaining balance will be issued and is payable within 7 days. Further to this, a final balance invoice for the remaining monies will be sent out 30 days prior to the event and must be paid within 7 days of the invoice date.

2.3 Prices quoted do not include agency commission unless stated otherwise and agency commission will only be paid to approved accredited agencies to Just Inspire Hospitality & Event Management (application forms supplied on request). Agents must check they are approved by Just Inspire Hospitality & Event Management before the event date otherwise no commissions will be paid. Clients signing the contract direct must ensure agents have submitted necessary documents.

2.4 In the event of changes to the terms of the booking, which results in an additional charge payable, then the additional payment must be received in cleared funds at least 7 days prior to the function. The function is liable to be cancelled otherwise. The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA

2.5 Cheque payments must be received a minimum of 30 working days before the event date. No cheque payments will be accepted past the 30 day period. There will be a £200 + VAT admin fee charge made for every cheque that is not cleared by the Hirer's bank for any reason. If any payment is not received in accordance with the above, or funds are not cleared for any reason prior to the function, then the booking may be canceled. Payment with a corporate credit card will incur a 4% (of the invoice) handling charge.

2.6 In accordance with the Late Payment of Commercial Debts (Interest) Act we will charge a set rate of interest of 8% above Royal Bank of Scotland base rate from the due date until payment is made.

2.7 For bookings made within 6 weeks or less of the event then upon confirmation an invoice for 100% payment will be issued and must be returned together with a signed copy of this Event Operations Order and Terms & Conditions and accompanying documents within 7 days of the date of the invoice date or immediately for booking less than 7 days in advance of the event. The event is liable to be canceled in the event all payments (cleared funds) are not received prior to the event date.

2.8 Should the event continue beyond or start prior to the contracted time JI reserves the right to charge the Hirer for each additional hour at £50.00 per hour during weekdays or £150 per hour during weekends.

2.9 For both individuals and companies: The approximate number of guests must be supplied at time of booking and a guaranteed number of guests are required at least 14 clear working days before the function. Please note: no changes to the number of guests is allowed after 14 days prior to the function date without consent from JI Management.

## **CANCELLATION OF BOOKING:**

3.1 If you cancel your event, you will be subject to cancellation fees as set out below. Up to 28 days before the function: 50% of contracted amount Less than 28 days prior to the function: 100% of total Account (including venue hire deposit)

## **SEVERANCE CLAUSE:**

4.1 In the event of any one or more of the provisions of this agreement being determined to be invalid or unenforceable to any extent, the validity, legality or enforceability of the remaining provisions, shall not in any way be affected or impaired thereby.

## **FOOD ALLERGIES:**

5.1 Wherever possible we will try to accommodate those guests who have allergies to different foods. The onus is on the hirer and their guests to ensure that the food that they are consuming is safe in connection with their particular needs. Allergen data will be provided on request.

5.2 Details of all guests with food allergies must be provide no later than 14 days before the event.

## **INSURANCE:**

6.1 We hold employer's liability insurance to the value of £10,000,000. We hold products and public liability insurance to the value of £10,000,000. Copies of these certificates are available on request.

## **FORCE MAJEURE:**

7.1 Holt Solutions Ltd T/A Just Inspire will not be liable for any loss due to any circumstances which include, but not exclusively, breakdown of machinery, failure of supply of electricity or other utilities, leakage of water, fire, flood, explosion, strike or labour dispute, external road or building works, Government restrictions, Force Majeure, act of terrorism or any circumstances outside the control of Just Inspire Limited which may cause the event to be interrupted or cancelled.



# OUR TERMS

## LIMITATION OF LIABILITY AND COMPLAINTS:

8.1 No liability is accepted for loss, damage or consequential loss, except to the extent required by law caused by failure to perform its obligations (whether that failure is due to negligence on the part of JI, its officers, employees or sub-contractors or due to other causes), but nothing herein shall exclude JI obligation to pay compensation for death or personal injury as required by law. Any complaint must be received by JI in writing not more than 5 working days following the event to: Just Inspire, The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA

## EVENT OPERATIONS ORDER:

The agreed venue hire fee includes the hire of The Riverside Glasshouse & if agreed The Temperate House / Studio for the times specified. The venue provides 5ft round tables and accompanying chairs to a maximum of 13 tables and 120 chairs in Jephsons Riverside Glasshouse. A charge will be made for any requirement in excess of these numbers. Access to the Temperate House when hiring The Riverside Glasshouses is an additional charge – this may be included in your quotation but it will state if this is included. The Riverside Glasshouse has an in-house caterer Just Inspire, who will be used for all events. JI Management reserves the right to refuse admission to or expel any individual behaving inappropriately on the premises.

## HIRER'S RESPONSIBILITY:

- 9.1 The Hirer shall indemnify JI against any loss, damage, claim or expense in respect of:
- a) All sub-contractors engaged by the Hirer to carry out work in connection with the said event;
  - b) Injury to persons except where caused by JI or its employees or agents;
  - c) Damage to The Riverside Glasshouse, Temperate House or Studio or any of the property within it;
  - d) Damage to or loss or theft of any property of the Hirer or any other person arising from or in connection with the hiring of or contents or as a result of any act or omission of the Hirer or its employees or agents.
  - e) The Hirer is expected to obtain all appropriate insurance that falls outside of the insurance referred to in Clause 6.
  - f) No sticky tape or pins and nails are to be used on the wall surfaces. No helium balloons, real candles or flame can be used in either venue. Smoke bombs and confetti cannons are not permitted

9.2 In the event the Hirer instructs a sub-contractor, then it is the Hirer's responsibility to ensure that full details are provided to JI and that a work permit is obtained from JI to enable the sub-contractor to service the event. If permission from JI is not received (we would recommend that this be obtained at least 6 weeks in prior to the event) then RJL reserves the right to refuse to allow the said sub-contractor to service the event.

9.3 The Hirer shall ensure that all staff and additional sub-contractors are fully conversant with the requirements and restrictions of the premises license under the terms of the Licensing Act 2003 granted by the Corporation of London to JI and any other licences obtained by the Hirer in relation to the event.

9.4 The Hirer and his sub-contractors shall ensure that The Riverside Glasshouse, Temperate House or Studio is left in a clean and tidy condition, free from equipment, rubbish and litter of any kind. The Hirer shall be responsible for reimbursing JI for any additional costs of cleaning the venue, in the event the above is not complied with. All debris, inflammable or non-flammable in The Riverside Glasshouse, Temperate House or Studio must be removed at the end of the function.

9.5 The Hirer shall be responsible for ensuring the orderly conduct of guests during the event and in full compliance with the directives and requirements of The Riverside Glasshouse, Temperate House or Studio and at time of exit.

9.10 For events where there are public attending or have ticketed sales and alcoholic drinks are being served, we require security to be booked (SIA standard). If security is not provided for the event then the venue has the right to not allow the event to take place.

9.11 For events that are open to the general public or have ticketed sales the organiser must provide public liability certificate for minimum £10 million and a relevant risk assessment.

## CONTRACTORS AND EQUIPMENT:

10.1 JI operates an accredited suppliers list of sub-contractors that we recommend and any other suppliers will need to be approved by JI prior to the event taking place.

10.2 The Hirer must comply with and ensure that they, their employees and sub-contractors comply with the provisions of the Health and Safety at Work Act 1974 and Food Safety legislation and all regulations made under it. The Hirer and all sub-contractors will be responsible for evidencing supporting documentation including copies of risk assessments, method statements and public & employee liability insurance relevant to the event.

10.3 For any event involving approved external catering, the client will need to pay a refundable deposit of £500. This will be held against any caterer leaving RP&J in a damaged and unclean state. A full refund will be made after the event within 21 working days. (Please note this is not something we offer currently)

**VALUE ADDED TAX:** 11.1 All prices quoted are subject to Value Added Tax at the current rate unless marked inclusive.

**GOVERNING LAW:** 12.1 This contract shall be governed by and construed in accordance with the laws of England and shall be subject to the jurisdiction of the English Courts.

**DATA PROTECTION:** 13.1 JI reserves the right to use details of all functions including menus and photographs in promotional material except where expressly asked not to by the client. We will use your contact details solely to contact you regarding your order. We will not use this personal information to send you any marketing material nor will we provide your details to any third party. We will manage your data in accordance with our privacy policy and which sets out your rights in relation to our processing of your personal data.

I hereby accept the above terms.

Signed:

Date:

Print:

