



riverstation

Meetings Packages

Minimum of 15 people, minimum spend will be required for smaller groups.

Full Day - £60pp

Exclusive use of our Private Room from 9am - 5pm

On arrival
Barista coffee, selection of English teas
Breakfast rolls, pastries and fruit
Lunchtime
3 courses chosen from our seasonal set menu
Facilities
Projector, flip chart and pens, paper and pens

Working Lunch - £40pp

Exclusive use of our Private Room from 12pm - 5pm

On arrival
Barista coffee, selection of English teas
Lunchtime
3 courses chosen from our seasonal menu
Facilities
Projector, flip chart and pens, paper and pens

T's and C's

Securing your booking

We are delighted to provisionally hold a booking date for your event for up to a maximum of 14 days. Should we receive another enquiry during this time please be aware that we reserve the right to ask you for immediate confirmation in writing, or we may release the date due to popular demand.

Confirmation, deposit and pre-payment

Your booking is provisional until we receive a signed booking form and a deposit payment of £500. A second payment of 50% of the agreed minimum spend is required 3 months before your event date.

Cancellation policy

In the unlikely event of cancellation please take into account there is a 50% cancellation charge 3 months before your booked date

Amendments

We reserve the right to amend your quotation should your guest numbers and/or catering requirements dramatically alter between paying your deposit and balance.

Amendments to guest numbers made after payment of the balance must be confirmed to the venue in writing and at least 10 working days prior to your event.

Equipment and extra furniture

If your event plans require us to hire in any special catering equipment or extra furniture, we will let you know the cost implications to you well in advance.

Service charge

We charge a reasonable 12.5% service charge to your final food and drinks bill. We think that by the end of your event you'll agree our staff deserve it.

The extra mile

We're here to ensure that you and your guests have a simply fantastic time with us. So please, do let us know if you have any particular requests and we will always do our best for you.