

NAME: ..... CONTACT NUMBERS: 0191 .....

TODAYS DATE: .....08

DATE OF THE EVENT: ..... & ..... 2008 TIME: ..... am till .....pm

APPROX NUMBER OF GUESTS: ..... OCASSION: Meeting & Lunch

Hi .....

I have pleasure in enclosing your required menu and details for your gathering:

- **Room hire charge of £.....00 will apply.**
- **Deposit of £ .....00 per guest for the confirmation of the booking. I envisage the bill will be invoiced to the company as usual. Please confirm.**
- **..... guests at this stage, final confirmation closer to the time.**
- **10% Service charge will apply at your discretion.**
- **Lunch and Early Evening menu (enclosed) Pasta Pizza selection is to be offered to the guests for Lunch. Please indicate one, two or three courses, so I can pre-print the menu for the guests on the day.**
- **Your meeting table will be at our first floor room Private with one boardroom style table, "projector screen" and "flipchart". Lunch will be served at our ground floor restaurant.**

**The details are as per your confirmation:**

- Tea/coffee on arrival at 09.30, then 10.45 and 3.30**
- Bottled water on the table for the meeting day time and afternoon.**
- The room set up will be boardroom style as per your request**
- Two courses Lunch menu Pizza/pasta choices.**
- Finish around 4 to 4.30.**

**I trust the above meets your approval and If you wish to discuss any area further, Please do not hesitate to contact me on 0191 477 7070 or 07711 610372.**

**Ali**  
**Managing Director**

Select Menu for .....

**STARTERS**

**Potato Skins**

Served with Garlic Mayonnaise & Tomato & Chilli Dip

**Deep Fried Falanta Cheese**

With an Endive & Red Onion salad

**Tuna, Red Onion & Tomato Salad**

With marinated cucumber ribbons

**Soup of the Day**

**PASTA**

**PENNE ARRABBIATA**

Fresh Tomato, Chilli, Onion & a hint of Garlic

**PENNE CARBONARA**

Fresh Cream, Black Pepper, Smoked Bacon & Parmesan

**LINGUINE BOLOGNESE**

A Tomato & Meat Sauce made to our secret recipe

**PENNE RIVIERA**

Char grilled Chicken, Mushrooms, Shallots, finished with a Tomato & Garlic Sauce

**RISOTTO TOSCANA**

A fresh selection of roasted Vegetables infused with fresh Basil, Tomato & a hint of Cream

**PENNE UMBERTO**

Bolognese, Onions, Courgettes, Ham, Spicy Sausage Finished with a hint of Cream

**LASAGNE**

“Just like Mamma use to make”

**PIZZA**

**Pizza Ham & Pineapple**

Pizza topped with Tomato, Mozzarella, Honey roast Ham & Pineapple

**Pizza Pepperoni**

Pizza topped with Tomato, Mozzarella, Salami, Pepperoni & Chilli

**Pizza Bolognese**

Thin & crispy Pizza base with Tomato, Cheese, topped with Bolognese sauce

**Pizza Tonno**

Freshly baked Pizza topped with Tomato, Mozzarella, Tuna & Onions