



# MEDWAY YACHT CLUB FUNCTION & CONFERENCE PACK

Lower Upnor, Rochester, Kent, ME2 4XB  
T: 01634 718399

E: [Office@medwayyachtclub.com](mailto:Office@medwayyachtclub.com) ~ W: [www.medwayyachtclub.com](http://www.medwayyachtclub.com)





## THE VENUE

Medway Yacht Club is a perfect setting for a variety of special events, celebrations and business meetings.

We know that planning any event can be a difficult task. With that in mind our we aim to support and help with our experienced team, we will guide you through all of the necessary arrangements to ensure that your event is an absolute success.

Our versatile spaces include a new state of the art conference suite, located right on the banks of the Medway offering you as a host of services and facilities to suit your every need.

Choose from our two training areas, which are fully equipped for any kind of business meeting or our main event space. The Club offers free parking, with the nearest train station being Rochester.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

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## MEDWAY MENU

### STARTERS

- Seasonal Soup (v) (ve) £5.50  
Twice Baked Cheese Souffle (v) £8.10  
Panko Breaded Garlic Butter Chicken Bites £8.60  
Succulent Duck Breast Salad, Seasonal Fruit £9.90  
Roasted Beetroot & Walnut Salad (v) (ve) £8.10  
Mushroom Vol au Vents (v) £8.80  
Asparagus Parcels, Parmesan, Basil Oil Infusion (v) £7.75  
Crab with Lime & Chilli, Toasted Sourdough £9.35  
Mozzarella, Tomato, Basil Pesto, Toasted Pine Nuts, Drizzled Balsamic Glaze £8.85  
Prawn Avocado Cocktail £9.85

### MAINS

- Pan Fried Salmon, Creamed Dill Sauce £16.50  
Baked Fillet Hake Meuniere with Crispy Capers £16.45  
Peppered Beef Fillet, Green Peppercorn & Cognac Cream Sauce £22.05  
Cumin Crusted Lamb, Aubergine Parmigiana, Wilted Sautéed Spinach £21.75  
Seasonal Risotto (v) £15.40  
Falafel Stuffed Peppers (v) (ve) £15.00  
Pressed Pork Belly, Shard of Crackling, Sage & Apple Bonbon £16.30  
Goats Cheese & Beetroot Pasta (v) £14.70  
Homemade Steak & Ale Pie, Peas, Onion Gravy £17.15  
Toulouse Sausage Stuffed Chicken Supreme, Wild Mushroom Sauce £15.50  
Served with a Selection of Seasonal Vegetables

### DESSERTS £8.50 EACH

- Sloe Gin Red Berry Jelly  
Mango Mousse, Shortbread  
Seasonal Clotted Cream Cheesecake  
Tiramisu  
Poached Elderflower & Lime Pear, Crumbled Biscuit,  
Toffee Sauce  
English Apple Bakewell Tart, Honey Cream  
Lemon Tart, Fruit Coulis  
Triple Chocolate Brownies, Grand Marnier Cream  
Seasonal Eton Mess Fruit Sundae (ve)

Optional Extra Traditional Cheese Plate £10.15

Prices per person

Please inform us if anyone has any allergies when confirming numbers. All prices are per person. Please choose a maximum of two dishes from each course. A third option can be added for those with a dietary requirement.

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## RIVER CANAPÉS

Prawn Blinis  
Chicken Pate & Cranberry Crostini  
Avocado & Prawn Crostini  
Pepper Salsa & Goats Cheese Crostini (v)  
Mini Yorkshire Pudding, Beef & Horseradish Crème Fraiche  
Welsh Rarebit, Toast  
Halloumi & Roasted Pepper, Toast  
Smoked Salmon & Sour Cream Blinis  
Beetroot & Goats Cheese Blinis (v)  
Mini Cocktail Sausages, Honey & Mustard

Choose 3 for £9.45  
Extra Choice £2.45

PRICES ARE PER PERSON.  
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## YOUNG GUESTS

UNDER 12'S

### STARTERS

Garlic Bread (v)

Mac & Cheese Bites (v)

Vegetable Sticks with Red Pepper Houmous (v/vg)

Fan of Melon

All £5.95

### MAINS

Tomato & Herb Pasta, Dressed Leaves(v/vg)

Roast Chicken Breast, Seasonal Vegetables, Potatoes

Sausage, Mash & Beans

Chicken Nuggets, Chips, Peas

All £6.95

### DESSERTS

Jelly & Ice cream

Ice cream

(Chocolate, Vanilla, Strawberry)

Mini Strawberry Shortcake Crunch Sundae

(Strawberry Ice Cream, Raspberry Sauce, a Shortbread Biscuit, Hundreds & Thousands)

All £5.95

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## SAXON FINGER BUFFET

\*£0.30 per person surcharge on these items

Chicken Satay Skewers\*  
Chicken Goujons  
Smoked Salmon on Sourdough\*  
Mini Sausage Rolls  
Honey & Mustard glazed cocktail sausages  
Crisps  
Gourmet Chips  
Vegetable Spring Rolls (v)  
Onion Bhajis (v)  
Mini Pizzas  
Brie Wedges  
Hand Cut Sandwiches (choose 4 fillings)  
Egg Cress, Tuna, Cheese & Chutney (v), Ham & Tomato,  
Curried Chicken, Beetroot, Hummus (VE), (V)  
Tomato, Mozzarella and Basil Skewers (V)  
Crudities with a Selection of Dips (v)  
Cheese and Onion Quiche  
Quiche Lorraine  
Fruit Sticks

Select 10 choices for £16.85

or

12 choices for £18.85

### OPTIONAL EXTRA

Assortment of Mini Cakes & Pastries  
£8.95

PRICES ARE PER PERSON.  
PLEASE INFORM US IF ANYONE HAS ANY  
ALLERGIES





## CASTLE FORK BUFFET

### CHOOSE 2 OF THE FOLLOWING HOT OPTIONS;

Carved Roast Gammon  
Carved Roast Beef  
Griddled Lime & Coriander Chicken  
Or  
Red Onion & Goats Cheese Tart (v)

### ACCOMPANYING THE ABOVE OPTIONS

Mixed Leaf Salad (v)  
Red Cabbage Coleslaw (v)  
Tomato, Mozzarella and Onion Salad (v)  
Pasta, Roasted vegetables, Pesto Salad (v)  
New Potatoes with Herb Butter (v)

£30.00 per person

### OPTIONAL EXTRA

A selection of Cakes & Pastries	£8.95
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PLEASE INFORM US IF ANYONE HAS ANY  
ALLERGIES.





## UPNOR AFTERNOON TEA BUFFET

### SANDWICHES

Egg Mayonnaise & Watercress (v)  
Smoked Salmon & Cream Cheese  
Coronation Chicken  
Cheddar Cheese & Chutney (v)

### SCONES

Traditional Plain & Fruit Scones  
Served with Cornish Clotted Cream.  
& a selection of Jams

### CAKES AND PASTRIES

A Selection of Cakes & Pastries

English Breakfast Tea or  
Coffee

£19.95

PRICE IS PER PERSON.  
PLEASE INFORM US IF ANYONE HAS ANY ALLERGIES.







**DRINKS PACKAGE**  
**(SELECTED SAMPLE LIST)**  
**A FULL LIST IS AVAILABLE ON REQUEST.**

*Welcome Drink selection*

Kir Royal (Crème de Cassis & Brut Cava)	£6.85	per glass
Bucks Fizz (orange juice & Brut Cava)	£6.75	per glass
Sparkling Lime Elderflower	£4.75	per glass
Fruit Juice	£2.50	per glass

*Sparkling (a bottle serves approximately 6 persons)*

Champagnes available on request		
Prosecco, Di Maria (Italy)	£23.50	per bottle
Pink Prosecco, Di Maria (Italy)	£23.50	per bottle
Brut Cava Reserva (Spain)	£22.50	per bottle

*White*

Silver Water Sauvignon Blanc (South Africa)	23.50	per bottle
Gavi del Comune (Italy)	27.50	per bottle
Domaine du Pré Semelé Sancerre (France)	34.50	per bottle

*Red*

Les Volets Pinot Noir	23.50	per bottle
Choza Rioja Reserva	27.50	per bottle
Chateau Carcanieux Medoc	30.50	per bottle

*Rose*

Domaine de la Vieille Tour Rosé, Côtes de Provence	£20.50	per bottle
Cortefresca Pinot Grigio Blush	£18.50	per bottle

*Tea and Coffee*

£1.95 per person

DRINK PRICING MAY VARY DUE TO SUPPLIER INCREASES.  
PLEASE INFORM US IF ANYONE HAS ANY ALLERGIES.





## HIRE CHARGES/PRICES

### FUNCTION HIRE CHARGES

Under 40 people.	£100
Functions 41+.	£160

### WHEN WE CHARGE HIRE

Monday to Friday daytime.  
Monday, Tuesday & Thursday evenings.  
Friday evening after 6pm.  
Saturday evening after 6pm.  
Sunday after 4pm.

### WHEN TO PAY

The non-refundable hire charge is paid to secure the booking.  
See Terms and conditions for further payment information.

### CONFERENCE MEETINGS & GROUP HIRE CHARGES

Daytime 9am-5pm Monday to Friday (not available at weekends)

**Library:** 5-16 people board room style, £15 per hour plus Vat (minimum charge 1 hour).

**Clubhouse (not private):** 17-100 people (excluding bar) £25 per hour plus Vat (minimum charge 2 hours).

**Bar:** £25 per hour includes plus Vat (1 member of staff plus Vat, minimum charge 2 hours).

Use of the projector.

Access to web camera for (library only).

Flip chart & Pen.

Jugs of water and glasses on the table.

Free Wi-Fi access.

### OPTIONAL EXTRAS

Large bottles of Sparkling or Still water £3.75 per bottle.

Tea and Coffee £1.95pp including biscuits, per serving.

## WHERE WE ARE

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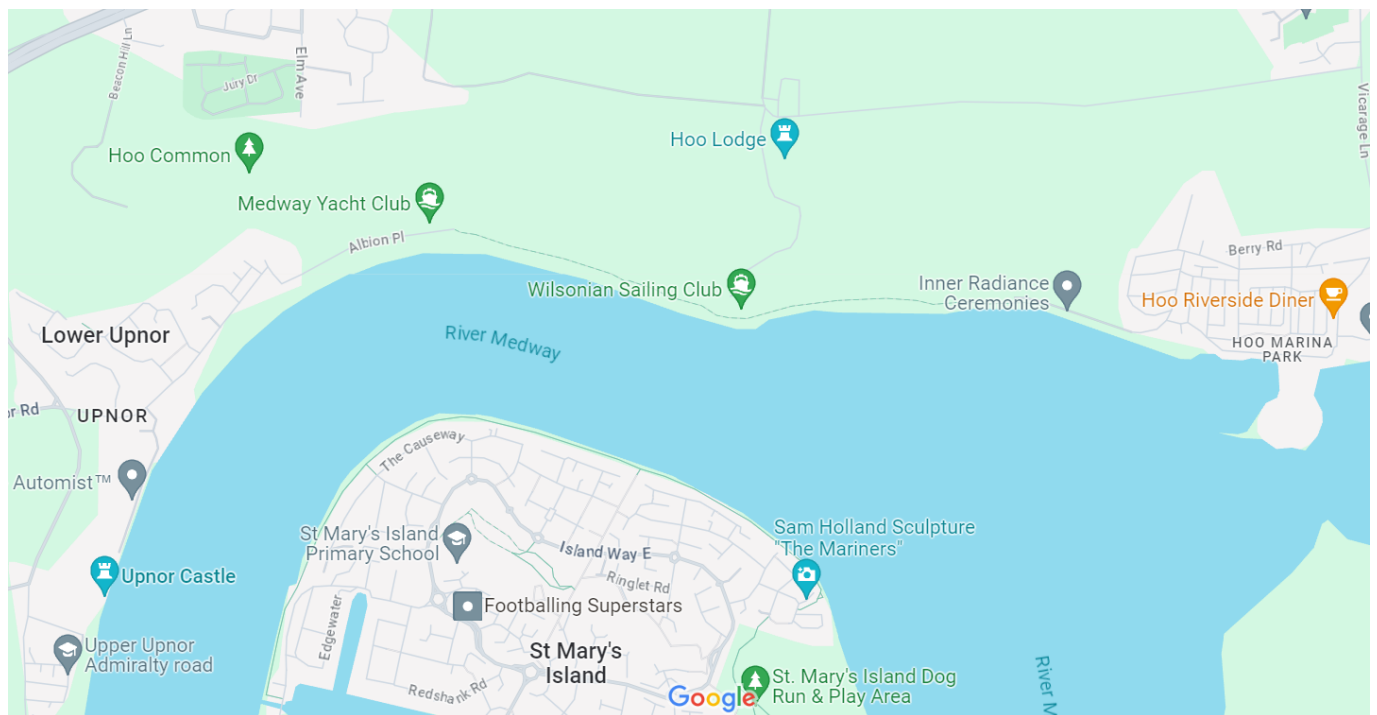


Sat Nav post code: ME2 4XB

Bus: Nu-venture 197 from Chatham Waterfront Station, through Strood & Rochester Railway Station

Railway stations: Rochester, Strood and Chatham

Car: Close to the M2 At Junction 1 take the A289 exit, continue to Hasted Rd, at 4 Elms Rd take 2<sup>nd</sup> exit to Wulfere Way A289 continue to Sans Pareil Rd take 1<sup>st</sup> exit to Berwick Way A289, turn left onto Upnor Road club is at the end of the road past the old youth centre complex.



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## THE SMALL PRINT

Medway Yacht Club hereafter referred to as 'The Club' and yourself as 'the Hirer'.

1. External hirers of The Club must be aware that use of the clubhouse/bar venue is not exclusive. Members are permitted to use the Dragon bar when it is open.
2. Minimum number for functions is **25** the maximum number for a sit-down meal is 100, standing 120. Should numbers not reach the minimum required then a charge of £25 per person will need to be paid to make up to the 25 minimum.
3. The Club reserves the right to cancel and refund a booking. If in the unlikely event The Club needs to cancel a function, The Club will always try to ensure plenty of notice is given.
4. Please choose a maximum of two choices per course. A vegetarian option may be included too. We can cater for those with allergies, intolerances, or dietary requirements.
5. Final payment, choices & numbers must be with us no later than 14 days prior (weddings 21 days) to the event date (it is very important to ensure we receive information about any allergies or intolerances by this time).
6. No refunds will be given for cancellations with less than 14 days' notice (weddings 21 days' notice required).
7. All Hire costs are non-refundable at point of payment. Hire costs and any reasonable administration costs will be kept should there be a cancellation outside of the 14-day notice period (21 days' notice for weddings).
8. Functions only - External Room Hire fees are due at the time of booking. If in certain circumstances a hire fee is not due, (see below) then a £100 deposit must be paid to confirm the booking.
9. If the hirer or host is a member and paying in full, they will receive a 10% discount off the food prices listed in this pack. To obtain the discount, 50% of the guests must be members.
10. If the hirer or host is a member and paying in full, the Hirer may not need to pay the hire charge, to obtain this discount, 50% of the guests must be members.
11. We will provide temporary membership to all guests for a specific event & time in accordance with club rules.
12. Class events are exempt from the hire fee and receive 10% off the Main 'Function Menu' only.
13. All prices inclusive of VAT\*.
14. The Hirer are welcome to bring a celebration cake but no other food or drink to be brought onto the premises without the express permission of the General Manager.
15. Linen table clothes are included free of charge.
16. If hiring a DJ or band, we are required to obtain a copy of their liability certificate.
17. Our kitchen will always contain a trace element of nuts and other allergens.
18. Functions will finish at Midnight on a Friday and Saturday. All other nights finish at 11p.

### OPTIONAL EXTRA'S (INCUR EXTRA CHARGES)

- Linen Napkins £2.05 each.
- Hog Roast Price available on request (3rd Party involved) minimum **100, 14 days' notice required for** numbers and payment.
- BBQ Tailored for you.
- Dance Floor Hire £100.
- Chair covers £2.50.

\*Vat charged on library, training centre facilities clubhouse and Bar hire outside of a function setting.

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## THE SMALL PRINT – CONTINUED

1. The Hirer will during the period of using be responsible for supervision of the use of the premises, the fabric and contents, their care, safety from loss or damage however slight or change of any sort, and the behaviour of all persons from their group using the premises, whatever their capacity, including proper supervision of car parking in all areas designated by Medway Yacht Club, to avoid obstruction to MYC members' boats, dinghies and cars.
2. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may be injurious to the interests of Medway Yacht Club or endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon not previously purchased from the Medway Yacht Club bar.
3. Medway Yacht Club shall not be liable for any loss or damage to the property of the Hirer or those attending the event or those providing goods and/or equipment for the event. Medway Yacht Club shall have no liability under the Occupier's Liability Act. The Hirer is recommended to be fully insured against any loss or damage to property and any death or injury to persons.
4. The Club reserves the right to charge the hirer/event attendees for any damage to the club premises or property.
5. The Hirer shall comply with all conditions and regulations made in respect of the premises by Medway Yacht Club, the fire authority, local authority, the local Magistrate's court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Gambling is not permitted anywhere on the premises.
6. At the end of the use the Hirer shall be responsible for leaving the premises and surrounds, including toilets, in a clean and tidy condition, and any contents temporarily moved from their usual positions properly replaced. Medway Yacht Club shall be at liberty to make an additional charge to cover cleaning, redecoration, breakages, loss and damage.
7. In the event of the premises or any part thereof being or becoming unfit for the use for which it has been arranged, Medway Yacht Club shall not be liable to the Hirer for any loss or damage whatsoever.
8. Smoking is not permitted inside any of our venues.
9. The grass bank in front of the clubhouse is out of bounds. Dogs are not allowed anywhere at Medway Yacht Club (with the exception of guide dogs). Children must be properly & always supervised and must not be allowed to stray away from the premises into the boat parks, onto trolleys, boats, tractors, and other equipment and onto the pontoon or slip ways.

Please sign below and return a copy to Medway Yacht Club.

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Requested Date.....

Area required (please circle): Event area with bar open, Training room, Library training room, bar area only

Time of event.....

Minimum No. of Guests (see above) .....

Signed.....

Client or on behalf of the Client

Name (Printed).....

Position .....

Date signed.....

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**Office Use only**

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On behalf of Medway Yacht Club Name. Once signed return copy to client.

Name Printed.....

Signed.....

Position .....

