



THE SWAN

T A R P O R L E Y

Welcome to our Events Pack

March 2020

We are delighted that you are considering choosing The Swan as a venue for your event.

Whether it's a business meeting, wedding breakfast, birthday, christening, anniversary or any other occasion we are sure that we have a package to suit your requirements.

The Tarporley Room at The Swan is one of the most prestigious and historically unique locations in Cheshire. We pride ourselves on being able to tailor-make your event and adapt to your requirements.

The Tarporley room also provides the perfect setting for smaller functions, meetings, and corporate events.

We can cater for up to 80 for dinner or 120 for a buffet. Our minimum numbers are 20 for dinner and 30 for a buffet. If you don't quite reach these numbers, please let us know as we do have other options available.

To discuss the Tarporley Room further, please call the Swan and one of the team will be happy to help to ensure your event is everything you hope it to be. It is our aim to exceed your expectations. To achieve this, we complete an event plan in conjunction with you well in advance of your event to ensure everything runs smoothly. Call now for an initial chat.

The following events pack outlines menus and most of the services we are able to offer.



The Tarporley Room

Menu A: Three Course Dinner - £32.95 per person

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager. Choose one dish from each section.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Starters

Choice of Homemade Soup
Ham Hock Terrine, Piccalilli
Green Bean, Tomato & Feta Salad, Balsamic Vinaigrette (V)
Smoked Salmon Pate, Lemon Crème Fraiche

Main Courses

Chicken Breast, Fondant Potato, Buttered Fine Beans, Tomato & Thyme sauce
Butternut Squash & Baby Leek Tart, Sautéed Spinach, Shallot Cream Sauce (V)
Baked Fillet of Cod, Buttered Spinach, Creamed Potatoes, Chive Butter Sauce
Pork Tenderloin, Smoked Celeriac Mash, Green Beans & Port Jus

Desserts

Glazed Lemon Tart, Lime Cream
Rhubarb & Apple Crumble
Custard Chocolate Tart
Hazelnut Cream Pecan Pie, Clotted Cream

Add a cheese course for £7.50 per person or £25 per 10 people for a platter

Add tea and coffee for £2.00 per person

Petit Fours from the Chocolate Shop £2.00 per person



The Tarporley Room

Menu B: Three Course Dinner - £36.95 per person

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager. Choose one dish from each section.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Starters

Choice of Homemade Soup

Carpaccio of Beef Fillet with Parmesan & Watercress Salad

Caramelised Onion, Brie & Mushroom Tart (V)

Potted Mackerel, Horseradish Cream, Ciabatta

Confit Duck Leg, Cabbage, Peas, Bacon Lardons

Spinach & Nutmeg Pate, Brown Toast, Chilli Jam (V)

Main courses

Fillet of Seabass, Spinach, Thyme New Potatoes, Lemon & Caper Butter

Plaice Fillets, Crushed Potatoes, Broccoli, Prawn Cream Sauce

Ballantine of Lamb, Croquette, Minted Peas & Jus

Pan Fried Duck Breast, Boulangère Potatoes, Green Beans & Jus Pan

Roasted Chicken Supreme, Chorizo & Bean Cassoulet

Aubergine Bake, Mozzarella and Cherry Tomato Sauce (V)

Desserts

Sticky Toffee Pudding, Toffee Sauce

Chocolate Tart, Raspberry Cream

Lemon Tart, Hazelnut Cream

Apple Torte, Pouring Cream

Passion Fruit Meringue, Vanilla Ice Cream

Treacle Tart, Clotted Cream

Add a cheese course for £7.50 per person or £25 per 10 people for a platter

Add tea and coffee for £2.00 per person

Petit Fours from the Chocolate Shop £2.00 per person



The Tarporley Room

Menu C: Three Course Dinner - £41.95 per person

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager. Choose one dish from each section.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Starters

Choice of Homemade Soup, artisan bread
Charred Pear, Pickled Walnut & Blue Cheese Salad, Sourdough (V)
Smoked Salmon, Brown Bread, Horseradish Cream, Lemon
Chicken Liver Parfait, Tomato & Roast Red Pepper Chutney

Mains

Pan Seared Rib-Eye of Beef (served pink), Anna Potatoes, Pepper Sauce & Crispy Onions
Pan Fried Lemon Sole, Buttered Greens, Creamed Mash
Pot Roast Loin of Venison, Fondant Potato, Savoy Cabbage, Artichoke Purée
Pan Fried Hake, Crushed Potatoes, Saffron Cream, Capers Butter
Lentil & Vegetable Cottage Pie, Cauliflower Cheese, Sautéed Cabbage (V)

Desserts

Key Lime Pie, Lemon Cream
Raspberry & White Chocolate Cheesecake, Vanilla Ice Cream
Blackberry Crumble, Custard
Chocolate Fondant, Cream

Turn your dinner to a banquet! Add a palate cleansing course for £3.50 or a further fish course, price on application.

Add a cheese course for £7.50 per person or £25 per 10 people for a platter

Add tea and coffee for £2.00 per person

Petit Fours from the Chocolate Shop £2.00 per person



The Tarporley Room

Cold Buffets

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Cold Buffet 1

£9.95 per person

Mixed Sandwiches (3 varieties)
Warm Buttered New Potatoes
Tomato & Balsamic Green Salad
Pesto Pasta

Cold Buffet 2

£12.95 per person

Mixed Sandwiches (3 varieties)
Pork Pie & Scotch Egg Platter
Warm Mini Sausage Rolls
Warm Buttered New Potatoes
Tomato & Balsamic Green Salad
Pesto Pasta

Cold Buffet 3

£15.95 per person

Cold Meat Platter (Roast Beef & Roast Ham) with Horseradish & Mustard
Selection of Pork Pies & Homemade Scotch Egg Platter
Dressed Salmon (minimum 40 people)
Selection of Baked Rolls
Warm Buttered New Potatoes
Tomato & Balsamic Green Salad
Pesto Pasta
Coleslaw
Quiche Selection - Mushroom & Cheddar, Tomato & Basil, Cheese, Chive & Onion, Stilton & Broccoli
Fish Board (£2 supplement per person)
Crevettes, Smoked Trout, Smoked Salmon, Potted Mackerel, Lemon Mayonnaise, Tartare Sauce



The Tarporley Room

Hot Buffets

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Hot Buffet 1 - £21.95 per person

minimum of 30 people

Choose 2 Main Options

Thai Chicken Curry

Stir Fried Vegetables, Sweet & Sour Glaze (V)

Smoked Trout & Salmon Pasta Bake, Fennel, Courgette & Lemon Cream Sauce

Chicken, Chorizo & Chick Pea Stew, Tomatoes & Peppers

Shin of Beef with Red Wine, Shallots, Pancetta & Roast Baby Carrots

Pork Meatballs, Chorizo, Slow Roast Tomatoes & Butterbeans

Seafood Bake, Salmon & Prawns

Sweet Potato, Chick Pea & Cauliflower Curry (V)

Roast Aubergine Parmigiana (V)

Mediterranean Roasted Vegetable Lasagne (V)

Sauté Chicken with Chestnut Mushrooms, Shallots & Tarragon in White Wine Cream Sauce

All served with Rice, New Potatoes, Green Salad & Selection of Baked Rolls

Choose 2 Dessert Options

Platter of Cheshire Cheeses, Celery, Grapes, Chutney & Biscuits

Apple Torte, Cream

Mango & Passion Fruit Cheesecake

Raspberry Pavlova

Apple & Gooseberry

Treacle Tart

Add a cheese course £25 per 10 people for a platter

Add tea and coffee for £2.00 per person

Petit Fours from the Chocolate Shop £2.00 per person

The Swan, 50 High Street, Tarporley, Cheshire, CW6 0AG Tel: 01829 733838

Email – info@theswantarporley.co.uk



The Tarporley Room

Canapes – ideal for drinks receptions

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Canapés

Falafel Bites, Chilli Jam (V)
Duck Spring Rolls
Mini Prosciutto Pizza
Smoked Salmon & Cream Cheese Blini
Mango & Brie Parcel (V)
The Swan Lamb & Mint Pie
Red Pepper & Mozzarella Risotto Ball, Paprika Mayo (V) Parfait & Spiked Chutney Blini
Mini Fishcakes, Tartare Sauce
Salt & Pepper Chicken Bites
Pork Chipolatas, Mustard
Prawn Skewer, Sweet Chilli Dip

3 canapés per person £8

5 canapés per person £12 Minimum order of 30 canapés per selection



The Tarporley Room

Evening Nibbles – ideal for drinks receptions

This package includes the exclusive use of our Tarporley Room, with a private bar, and the services of an event manager.

Tarporley Room guests also have access to dedicated toilet and cloakroom facilities.

Evening Nibbles

You may wish to offer your guests something to nibble on after dancing and celebrating all night long. We have some tempting treats for you to choose from:

Cheshire Cheese Board

Selection of Cheese with Breads, Crackers, Grapes & Celery

£7.50 per person

£25 per 10 people for a platter

Antipasti Selection

Cured Meats, Cheese, Breads, Olives & Artichokes

£11.50 per person

Bacon or Sausage Rolls

£5.95 per person



The Tarporley Room

Drinks, Entertainment and a Place to Sleep!

Wine & Champagne

Drinks can be chosen from our wine list to suit your menu.

Subject to a minimum charge, corkage is available at £15 per 75cl bottle for wine or £18 per 75cl bottle for champagne.

Reception Drinks

We are able to offer a selection of cocktails and other reception drinks to suit your occasion. These can either be served from the bar area, on the entrance to or in the Tarporley Room. Please ask for further details.

Entertainment

Please let us know about your entertainment and ask any DJ or artist to contact us prior to you confirming your booking with them. We have strict rules in terms of noise that we must adhere to. The room has a noise limiter and we have to follow certain procedures to ensure that our neighbours are considered.

Carriages

Drinks can be charged to main or individual accounts. If you should have a special preference for specific drinks, please let us know and we will do our best to accommodate your needs. Your private bar will close at 00.30 am with carriages at 1:00 am for non-resident guests.

A Place to Sleep!

Take away the worry of taxis, stay the night. The Swan boasts 16 beautiful en-suite bedrooms. There are a selection of single, double and twin rooms as well as 3 suites.

Before departing, relax with the papers over a wonderful English breakfast served in the Pickering Room from 7am on weekdays and from 8pm Saturday, Sunday and Bank Holidays.



The Tarporley Room

All your meeting requirements, met.....

The Tarporley Room provides a stunning and versatile backdrop for your corporate event. From intimate meetings to presentation events, the space is private and benefits from its privacy from the main hotel.

Benefitting from air conditioning as well as other meeting necessities such as projectors and large screens, the room can hold up to 100 people depending on your chosen format.

In recent years, the Tarporley has been used for a number of events such as;

- Business meetings
- Property auctions
- Charity events
- Expedition presentations
- Training courses
- Motivational events
- Well Being events
- Music and Poetry recitals
- Book launches
- Public speaking events
- Antiques events
- Fashion shows
- Community events

Food and drink requirements are all catered for.

And leisure on your doorstep....

An ideal venue for the team getaway? Combine a stay over using our 16 bedrooms with some work and then perhaps a spot of leisure time with one of our local attractions;

- 6 Fabulous Golf courses within 15 minutes drive
- Walk the Sandstone Trail
- Oulton Park racetrack, race days and track days
- Delamere Forest (including music festivals)
- Beeston Castle

And much more.....

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The Tarporley Room

Terms and Conditions

Organisers

It is our aim to exceed your expectations. To achieve this, we complete an event plan in conjunction with you and well in advance of your event. This will be sent to you once agreed. Please check this carefully well in advance of your event and e-mail your event planner with any questions or alterations you may have.

Minimum Charge

A minimum charge of £120 is applied to all events to use the Tarporley Room.

Deposits and Payments

We require a non-refundable deposit of £250 to secure your date. (If you are joining us for your wedding then please ensure that you have confirmed the date with the registrar prior to confirming with us). We would be happy to prepare an estimated account following our discussions, which would still be non-committal until a deposit is paid and date confirmed. We must be advised of final chargeable numbers no fewer than seven days prior to your event.

Your event sheet will outline the organised price of your event (OPE). This amount must be paid in full 7 days before your event.

If the OPE is in excess of £1,000. 50% must be paid within 1 month of the event. Events may be cancelled where correct payments are made by due dates. You can pay by telephone or in person.

Cancellation

Cancellation at any stage causes huge loss of business. This cancellation policy supersedes all previous policies with immediate effect. All charges are based on the total revenue of the function.

Three months or less notice of cancellation - 25% charged and your deposit withheld

Two months or less notice of cancellation - 50% charged and your deposit withheld

One month or less notice of cancellation - 90% charged and your deposit withheld

Two weeks or less notice of cancellation - charged and your deposit withheld

Contract

Payment of your deposit/s and our initial acceptance constitutes a formal contract, the full details will be confirmed in writing, by email, and this is our basis of acceptance. Please discuss any possible changes including numbers rather than assuming that variations are possible, only subsequent changes which we agree in writing are part of that contract.

Insurance Damage to Hotel Property

If you are joining us for your wedding, we recommend that you take out wedding insurance. – Any damage/breakages caused to hotel property by your guests during your stay is completely chargeable to your account

Event Planner

Date of Event		Guest Name	
Date Booked		Event Manager	
Guest E-mail and contact numbers			
Brief Event Description			
Menu and Venue			<p>Dietary requirements</p> <p><i>Please ensure guests are asked if they have any food allergies and let us know at least 7 days before. We may be unable to cater for allergies on the day.</i></p>
Number of Guests		Arrival Time	
Table lay out		Call to Dinner Sit	
Bar Set Up		Starters - approximate	
Wine		Speeches	
Cloakroom		Bar Close	
Light Fire		Carriages	
Accessibility		Other Timings	
Accommodation Requirements			
Additional Requests (include projector / screen / music / heating / lighting etc)			
Cost		Agreed Price (OPE):	
Deposit	Amount:	Paid:	
1 st Payment	Amount:	Paid:	
Final Payment <i>Due 7 days before event</i>	Amount:	Paid:	