

Saltwell Towers



Saltwell Towers built in 1862 by William Wailes, lies in the heart of Saltwell Park, in Gateshead, Tyne & Wear.

Saltwell Towers is a Gothic Mansion surrounded by Ornamental Gardens, which provides a relaxing atmosphere within a spectacular Fairytale Castle effect.

Bring a touch of Victorian splendour to any Wedding, Christening, Birthday, Children's Party, Engagement or Special Occasion.

With our unique setting, experienced team of co-ordinators, first class catering services, flexibility and attention to detail, Saltwell Towers is the perfect choice.

In this brochure you will find a small selection of finger buffet, fork buffet menus & silver served menus that we offer, however all menus can be tailored to suit any individuals budgets or needs.

For enquiries regarding room hire and catering please contact 0191 433 3267 or email civiccatering@gateshead.gov.uk



Saltwell Towers

Events at Saltwell Towers

Here at Saltwell Towers we understand that each event is unique, and our flexible pricing structure ensures that all budgets can be suited with our extensive choice of menus which can be tailored to compliment your individual needs.

Our helpful, experienced staff will ensure that your function is handled professionally to help create a successful, stress free day with our main aim being to offer a memorable and enjoyable experience at Saltwell Towers, whilst receiving the highest level of standards and service.

Included in your package are the following: -

- Experienced Event Co-ordinators
- Experienced Chefs
- Experienced Serving Staff
- Cake Stand & Knife
- Extensive Ornamental Garden Areas for Photographs, Marquees etc

We would also be delighted to offer guidance on additional services such as: -

- Chocolate Fountains
- Ice Sculptures
- Photographers
- Florists
- Table Decorations
- Entertainment
- Marquee Hire
- Videography
- Candelabras
- Cake Designers
- Themed Weddings

And many more besides, so the sky really is the limit!!



Silver, Gold & Platinum Selection

Silver Package

Your Choice of Chef's Homemade Soup

Supreme of Chicken in a Mushroom & White Wine Sauce

Served with Potatoes and Vegetables

Your Choice of Chef's Dessert

Tea, Coffee and After Dinner Chocolates

£35.00 per person

Gold Package

Chicken Liver Pate served in a Cumberland Sauce with Melba Toast

Roast Leg of Lamb Studded with Infused Garlic and Rosemary

Accompanied by a Wild Berry Sauce

Served with Potatoes and Vegetables

Your Choice of Chef's Dessert

Tea, Coffee and After Dinner Chocolates

£40.00 per person

Platinum Package

Your Choice of Chef's Homemade Soup

Roast Sirloin of Beef served with Yorkshire pudding,

Horseradish Sauce, Potatoes & Vegetables

Your Choice of Chef's Dessert

Selection of Regional Cheeses Served with Savoury Biscuits

Tea, Coffee and After Dinner Chocolates

£45.00 per person



Silver, Gold & Platinum Selection of Soups and Desserts

Chefs' Homemade Soups

Please select your choice of soup:

Harvest Vegetable
Leek & Potato
Cream of Wild Mushroom
Tomato & Basil
Chicken & Leek
Northumberland Broth
Carrot & Coriander

Chefs' Desserts

Please select your choice of dessert:

Sticky Toffee Pudding
Homemade Apple Pie
Chocolate Extravaganza
Tart Au Chocolate
Chef's Cheesecake
Bread & Butter Pudding



Fork Buffet Selections

Fork Buffet Menu 1

Chicken Curry with Basmati Rice
Mediterranean Vegetable Lasagne
Potato Wedges
Mixed Leaf Salad
Beef Tomatoes, Red Onion and Basil in Balsamic Vinaigrette
Coleslaw
Your Choice of Chef's Dessert
£15.60 per person

Fork Buffet Menu 2

Chilli Beef accompanied by Salsa, Sour Cream and Nachos
Vegetable Lasagne served with Garlic Bread
Baked York Ham served with English or Wholegrain mustard
Roast Topside of Northumberland Select Beef
Roasted Baby Potatoes with Garlic and Rosemary,
Mixed Leaf Salad served with French Dressing
Beef Tomatoes, Red Onion and Basil in Balsamic Vinaigrette
Coleslaw
Your Choice of Chef's Dessert
£18.55 per person

Fork Buffet Menu3

Sautéed Beef served in a Mushroom and Newcastle Brown Ale Sauce
Thai Vegetable Curry served with Basmati Rice
Baked York Ham served with English or Wholegrain Mustard
Roast Topside of Northumberland Select Beef
Spicy Potato Wedges, Mixed Leaf Salad
Beef Tomatoes, Red Onion and Basil in Balsamic Vinaigrette
Coleslaw
Selection and Breads
An Assortment of Chutneys and Dips
Your Choice of Chef's Dessert
£19.35 per person



Fork Buffet
Chefs Selection of Desserts

Please select your choice of Dessert:

- Vanilla Cheesecake with a Selection of Fruit Toppings
- Chocolate Fudge Cake with Fresh Cream
- Strawberry Gateaux with Fresh Cream
- Homemade Old English Sherry Trifle
- Sticky Toffee Cake



Finger Buffet Selections

Finger Buffet Selection A

Selection of Freshly Prepared Sandwiches in White & Granary Breads
Chicken Kebabs Marinated in Yakatori Sauce
Vegetable Dim Sum
Cocktail Sausages Glazed in Honey and Wholegrain Mustard Sauce
Potato Wedges served with Chive and Cream Cheese Dip
Selection of Homemade Quiche
Mini Black Forest and Vanilla Rolls
£14.50 per person

Finger Buffet Selection B

Selection of Freshly Prepared Rolls and Sandwiches
Spiced Crab Cakes with Sweet Chilli Dip
Potato Wedges served with Chive and Cream Cheese Dip
Vegetable Samosa with minted Yoghurt Dip
Chicken Fillets marinated in Hoi Sin Sauce
Mediterranean Buffet Skewers
Selection of Fresh Vegetable Crudities with Garlic & Chive Dip
Vanilla Cheesecake
£16.95 per person

Finger Buffet Selection C

Selection of Freshly Prepared Rolls and Sandwiches
Chicken Kebabs Marinated in Yakatori Sauce
Individual Mini Cottage Pies
A Selection of Homemade Quiche
Roasted Cherry Tomato and Pesto Brochette
Cocktail Sausages Glazed in Honey and Wholegrain Mustard Sauce
Baby Potatoes Roasted in Garlic and Rosemary Oil
Selection of Fresh Vegetable Crudities with Garlic & Chive Dip
Mini Patisserie
(Fruit Tarts & Chocolate Éclairs)
£22.75 per person



Alternative Buffets

Hog Roast Menu (minimum of 100 guests)

Carved Hog Roast
(Full pig serving approximately 180 people)
Served on a Floured Stottie,
With Homemade Sage & Onion Stuffing
Fresh Apple Sauce & Gravy
Or Homemade Vegetarian Lasagne
Served with Goose Fat Roasted Potatoes,
Fresh Green Salad with Vinaigrette,
Homemade Creamy Coleslaw &
Tomato & Red Onion Salad with Balsamic Vinegar
Fresh Strawberries and Cream
£23.95 per person

Curry & Rice

Hot Chicken Curry with Poppadoms and Mango Chutney
Hot Thai Vegetable Curry
Jasmine Rice
Roasted New Potatoes with Sea Salt & Thyme
Mixed Green Salad with Vinaigrette
£15.95 per person

BBQ Menu

Rump Steak
Homemade Beef Burgers
Cumberland Sausages
Mediterranean Vegetable Kebabs
Mixed Green Salad Leaves with a light Vinaigrette
Coleslaw
Tuna, Pasta & Sweetcorn Salad
Baked Jacket Potatoes
Bread Rolls, Pickles, Relishes & Mustards
£23.95 per person



Afternoon Tea Menu

Selection of Freshly Prepared Sandwiches
Homemade Mini Sausage Rolls
Homemade Scones with Fresh Cream and Strawberries
Homemade Shortbread Biscuits
Selection of Mini Cream Cakes
Tea and Coffee
£15.50 per person

Children's Buffet Selection

Please select any 6 items for £5.50 per person, any 7 items for £6.50, any 8 items for £7.50, any 10 items for £8.50 or all of the items for £9.50 per person

Selection of Cocktail Sandwiches
Pizza
Chicken Nuggets
Mini Hot Dogs in Buns
Mini Sausage Rolls
Individual Bowls of Cherry Tomatoes, Carrots, Cucumber Sticks with Dips
Crisps
Cookies
Baby Fairy Cakes
Rice Crispy Cakes
Individual Mini Mars Bars, Twix, Milky Ways etc
Fresh Fruit Bowl
Individual Fruit Flavoured Jellies



Drinks Packages

Reception Drink Choices:

- | | |
|---|-------|
| • Bucks Fizz | £3.50 |
| • Pimms Cocktail | £3.95 |
| • Sparkling Wine | £3.50 |
| • Kir Royale | £4.75 |
| • Champagne | £5.25 |
| • Gin Fizz | £4.75 |
| • Glass of House White/Red Wine (175ml) | £3.50 |
| • Glass of Whisky | £3.50 |

All menus can be tailored to compliment your individual needs. Please do not hesitate to contact us with any queries:

Tel. 0191 433 3267 or Email. civiccatering@gateshead.gov.uk



Booking form

Civic & Corporate Catering, Gateshead Civic Centre, Regent Street. NE8 1HH
 Telephone 0191 433 3267 Email civiccatering@gateshead.gov.uk

Type of Function		FOR OFFICE USE: Order ID.
Name		
Address		
Postcode		
Tel. No.		
Email		
Date of Event		
Start Time		
Finish Time		
Room Required		
No. of Guests		
Food, Drinks, Equipment & Staff Requirements		

FOR OFFICE USE

Total Cost of Event inc. VAT		Date:	
Agreed Terms & Conditions		Date:	
Customer Signature		Date:	
Manager Signature		Date:	
£150 Deposit Amount Paid		Date:	
Balance Amount Paid		Date:	
Breakages Fee Paid (if applicable)		Date:	
Finance Staff Signature		Date:	



BOROUGH COUNCIL OF GATESHEAD

HIRE OF CIVIC CENTRE FACILITIES

TERMS AND CONDITIONS

1. DEFINITIONS

- a) "The Authorised Officer" means the Catering Manager, or his duly appointed representative.
- b) The Council" means the Borough Council of Gateshead of Civic Centre, Regent Street, Gateshead, NE8 1HH
- c) "The Hirer" means any person or organisation identified on the booking form
- d) The Premises" means those parts of the Civic Centre facilities identified on the booking form including fixtures, fittings and equipment.

2. RIGHT OF ENTRY

The right of entry to all parts of the Civic Centre and Kitchen & Servery is reserved at all times to Council Members and staff, to the Chief Constable of Northumbria Police, to the Chief Fire Officer for the area and their duly authorised agents or assistants.

3. DEPOSITS AND PAYMENT

- a) The Hirer is to pay a £150.00 non-refundable deposit at the time the booking is made.
- b) Payment of the balance of the cost of the booking is due on receipt of an invoice that will be issued to the Hirer six weeks prior to the date of the function and is payable **at least 14 days before the function takes place.**
- c) A damage deposit of £500 is payable to the Council when the balance of the cost of the booking is due. Damage deposits are fully refundable within 30 days of the function taking place provided there is no damage, breakage, missing items, additional cleaning and no outstanding accounts to settle as a result of the booking. Should the damage exceed £500 then any difference will become payable and invoiced to the Hirer. An inventory and facility inspection will be carried out before and after the function by the Authorised Officer and in the presence of the Hirer.
- d) Additional costs shall be charged for and invoiced to the Hirer after the hire date. Payment is due within 14 days of the date of the invoice.

4. BOOKING INFORMATION

- a) The terms and conditions of booking are binding on the Hirer from the date the Council accepts the booking and in particular the conditions regarding care of the Premises are binding on the Hirer throughout the term the Hirer is in actual occupation.
- b) The Hirer must not occupy the Premises for a longer period than set out in the booking form and must make allowance in that period for all activities including preparation, setting up, dismantling and removal of all apparatus and equipment.
- c) If the Premises are booked for a number of consecutive days then provided permission is sought and obtained in writing, the Hirer's or a third party's equipment may be stored in the Premises at the Hirer's own risk.
- d) Meetings, events or other assemblies taking place on the Premises must not be publicly announced or advertised until the booking has been accepted by the Council and the appropriate deposit paid.
- e) The Council may direct that certain facilities or items of equipment must only be operated by the Council. The Hirer is responsible for ensuring that any such directions are obeyed.
- f) The Hirer shall be responsible for good order and conduct during the course of the function. The Council reserve the right to expel or arrange for the removal from the premises of anyone who behaves in a disorderly, indecent or intoxicated manner. The Council reserves the right to order the Premises to be vacated and to terminate the letting if the Premises are used for unseemly or undesirable purposes without paying any compensation.



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- g) The Hirer must take good care of and not cause any damage to the Premises or to any fixtures and fittings, equipment or other property in or upon the Premises. The Hirer shall repay the Council on demand the cost of re-instating or replacing any part of the Premises or any property in or upon the Premises which shall be damaged destroyed stolen or removed during the period of the hire by any act or negligence of the Hirer or anyone permitted by the Hirer to enter the Premises. The amount of the cost shall be certified by the Authorised Officer whose certificate shall be final. Unless the Hirer can show before the commencement of the period of function that any property of the Premises on the Premises is damaged such property shall be deemed to have been damaged during the period of hire.
- h) If the Hirer fails to return the kitchen, service area or equipment in a hygienically clean condition then the Council reserves the right to have it cleaned and charge the Hirer for the time taken plus an additional 20% for the use of cleaning materials and detergents.
- i) With the exception of guide dogs no other animals are allowed into the premises without prior written permission from the Council.
- j) Applications shall not be considered from any person under the age of 18.
- k) The Council reserves the right to refuse any application without giving reason.
- l) The Premises has a maximum capacity of 400. Any seating requirements should be agreed with the Council at least 7 days prior to the function date.
- m) The Hirer is responsible for ensuring that any band or musician engaged for the purposes of the function meet the requirements of the Council and must provide the Authorised Officer with a copy of their Public Liability Insurance.

5. SUBLETTING

The Premises are solely for use by the Hirer and must not be sublet or assigned to anyone else.

6. USE OF THE PREMISES

The Hirer must:

- i. be aware that the Council operates a strict No Smoking Policy which it has adopted in light of its obligations on health. The policy applies in all facilities, buildings and their perimeters, which includes the grounds of the Civic Centre. Hirers are required to make all participants and guests aware of the policy and to ensure there is no smoking. The Council reserves the right to refuse future bookings from hirers who fail to do this.
- ii. not bring onto the premises flammable or dangerous substances or materials without prior written permission from the Council
- iii. where appropriate, arrange with the Council's management for the attendance of Police Officers on the Premises
- iv. not use the premises for any unlawful or immoral purpose
- v. not permit betting on the premises
- vi. not damage or alter any part of the premises or equipment or place any undue strain on the premises or its services (e.g. overloading electrical circuits)
- vii. provide adequate first aid arrangements
- viii. comply with any instructions given by the Council in connection with the premises and in particular
 - ix. furniture is not to be moved except with the permission of the Council
 - x. no display material may be fixed to walls, fittings or furniture other than to display screens provided for the purpose
 - xi. exits and gangways must not be obstructed
 - xii. comply with all statutory requirements which apply to the premises including fire regulations, Health and Safety at Work Act 1974 and the Food Safety Act 1990
 - xiii. not sell alcohol or tobacco on the Premises without written permission from the Council
 - xiv. not bring or allow others to bring wines, spirits, beers, soft drinks or food onto the Premises for consumption on the Premises without prior written permission from the Council
 - xv. not engage private caterers without written permission from the Council
 - xvi. at the end of the hire promptly remove all items brought onto the premises by or on behalf of the Hirer and ensure the premises are left in a clean, tidy and hygienic condition.



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xvii. **NB The Council is not responsible for nor accepts any liability for:**

- **any equipment or apparatus brought onto the Premises by the Hirer or a third party**
- **any food or drink brought on to or prepared on the Premises by the Hirer, a private caterer or any third party.**

7. CANCELLATION BY THE COUNCIL

The Council may cancel this Agreement where:

- i. the appropriate deposit has not been paid
- ii. the Council considers the hire of the Premises shall cause or is likely to cause offence to the public or cause damage to the reputation of the Council
- iii. the Premises are required by a returning officer for a parliamentary, municipal or other election or the Council needs the Premises for any other Council business. As much notice as is reasonably possible shall be given to the Hirer. The Council shall endeavour to provide suitable alternative accommodation for the Hirer. If suitable alternative accommodation cannot be provided the Council shall return all deposits paid. No further compensation whatsoever shall be payable to the Hirer for loss or damage whatsoever suffered or to be suffered by him as a result of the cancellation.

8. CANCELLATION BY THE HIRER

- a) All cancellations must be made in writing and addressed to the Authorised Officer not less than 7 days before the date of the intended function.
- b) Following cancellation any deposit paid may be retained by the Council.
- c) The Council reserves the right to make a cancellation charge in accordance with the following scale:-

More than 6 months prior	:	Loss of deposit only
3-6 months prior	:	30% of the total booking cost
1-3 months prior	:	50% of the total booking cost
Up to 1 month prior	:	75% of the total booking cost

9. TERMINATION OF HIRE

In the event of the Hirer failing to comply with these terms and conditions the function may be terminated immediately and the Hirer requested to leave the premises. The Council reserves the right to make such further claims against the Hirer as may be appropriate.

10. INDEMNITY AND INSURANCE

- a) The Hirer shall be responsible for all loss or damage to the Premises and for injury to persons caused by or as a result of any act or omission of the Hirer unless such loss or damage is caused by the negligence of the Council. The Hirer agrees to indemnify the Council against any such claim or liability.
- b) In support of such indemnity the Hirer shall, if required, take out and maintain sufficient insurance and shall produce to the Council, if requested, evidence of such insurance.

11. PARKING

While the premises may include car parking spaces the Council is not responsible for the provision of parking facilities in connection with any event organised by the Hirer. The Council shall not accept responsibility for loss or damage to any vehicle or articles left in any vehicle parked on the Council's property.

12. ADVERTISING AND PUBLICITY

The Council reserves the right to approve advertisements or other publicity for inclusion in programmes relating to events to be held at the Premises. The Hirer is responsible for ensuring that any such material is made available to the Council for inspection prior to its release. No photographs, video or film may be taken in the premises for commercial purposes, press release or public reproduction without the consent of the Council.

13. SPECIAL CIRCUMSTANCES

It is the Hirer's responsibility to draw to the Council's attention any circumstances requiring special arrangements which would involve additional costs to the Council. Failure to do so may result in the booking being cancelled. In such an event the Council cannot accept any liability for any other expenses which the hirer may have incurred in the course of the hire.



14. COMPLAINTS

Should the Hirer wish to make a complaint arising out of the reservation or subsequent function it must be made in writing within 28 days of the function taking place. Correspondence must be addressed to the Authorised Officer.

15. VARIATIONS

The Council reserves the right to vary the Terms and Conditions and the level of hire charges from time to time at its sole discretion.

15. THE CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999

For the purpose of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

16. JURISDICITON

These Terms and Conditions shall be governed in accordance with the laws of England.

AFTER YOU HAVE READ THESE TERMS AND CONDITIONS PLEASE SIGN AND RETURN TO THE ADDRESS BELOW THE ATTACHED STATEMENT OF DECLARATION WHICH CONFIRMS YOUR BOOKING AND THAT YOU AGREE TO ADHERE TO THE TERMS AND CONDITIONS OF USE FOR THE HIRE OF CIVIC CENTRE FACILITIES.

NB: THE TERMS AND CONDITIONS SHOULD BE RETAINED BY YOU FOR FUTURE REFERENCE.



STATEMENT OF DECLARATION

I, HAVE READ AND HEREBY AGREE TO ADHERE TO THE TERMS AND CONDITIONS
CONTAINED IN THE TERMS AND CONDITIONS DOCUMENT FOR THE HIRE OF CIVIC CENTRE FACILITIES

Title of event/function:

Date of event/function:

Name of Hirer
(PLEASE PRINT)

Organisation (if applicable)

**Signature of
Hirer:**

Date:

Please return this statement to:-

Civic Catering Manager
Facilities Management, Catering
Gateshead Council
Civic Centre
Regent Street
Gateshead
NE8 1HH

Tel. no: 0191 433 2441

E-mail: civiccatering@gateshead.gov.uk