



Conferences and Meetings

St Paul's, offers a unique and elegant space in the centre of Worthing, in which to inspire, motivate and learn.

At St Paul's we have a range of packages to suit most conferences and meetings, however tailor made packages can be put together to suit your needs and requirements.

We can cater for small informal meetings to large presentations with space for breakouts and teambuilding.

From one day to several days hire we can provide the space, the refreshments and AV equipment to ensure that your event is a success and that your team or guests are well looked after.

Room Capacities and Layout

Room	Theatre	Boardroom	Reception	Cabaret	Dinner Dance
Grand Hall	140	30	180	80	140
The Cube	20	8	NA	NA	NA
The Herridge	40	20	50	NA	NA

Layout Info:

Theatre: Appropriate for large sessions and short lectures that do not require extensive note taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.

Boardroom: Appropriate for interactive discussions and note-taking sessions . Seated around one large table.

Cabaret: Seated on round tables but only half full and facing front so viewing of presentations can occur. Tables used for note taking and group discussions.

Reception: Clear space with occasional seating. The reception may precede a seated meal.

Dinner Dance: Seated on round tables for 8 to 10 guests. Sit down served lunch or dinner.



Tariff

Day Delegate Rate

Day Delegate Rate	£29.50 + VAT pp per day
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Room Hire

Full Day (9 hours) Grand Hall + The Cube	£750.00 + VAT per day
Breakfast Meeting (4 hours) Grand Hall + The Cube	£130.00 + VAT per day
Room Hire The Herridge	£150.00 + VAT per day £100.00 + VAT half day

Day delegate rate Includes;

- Grand Hall hire (available from 8am to 5pm)
- The Cube
- Event Manager
- Chairs and tables
- Tea and coffee and brownies on arrival
- Hot or Cold Fork Buffet (2 course)
- Juices with lunch
- Mineral water and sweets
- Afternoon tea and coffee with cakes and fruit
- Flip chart and pens

Minimum of 50 delegates

Otherwise meeting room hire charged with catering taken

Room Hire Includes;

- Room hire of that booked (available from 8am to 5pm)
- Chairs and tables
- Mineral water and sweets
- Flip chart and pens

Catering options can be found overleaf

Breakfast Room Hire Includes;

- Room hire of that booked (available from 6am to 10am)
- Chairs

Catering options can be found overleaf



Refreshments

With in house catering we can offer a variety of food options throughout the day and cater for any dietary requirement. For bespoke menus please send us your requirements.

Day Delegate Package

Arrival Tea and Coffee

Fairtrade tea and coffee
Including the Pure range of fruit and herbal teas

Served with homemade cookies and brownies

Hot or Cold Buffet (as Below)

Served with Fruit Juices

Afternoon Tea and Coffee

Served with a cake selection



Lunch: Hot Buffet Option

Main

(please choose two main dishes)

Beef bourguignon with burgundy wine and button mushrooms
Lamb Goulash with soured cream
Chicken breast stuffed with gorgonzola, wrapped in bacon with cranberry sauce
Smoked haddock kedgeree with light spice
Hearty fish pie topped with cheddar cheese mash
Thai red chicken curry in coconut milk with kaffir lime leaves and lemongrass
Moroccan spiced lamb tagine with almonds and apricots
Red lentil Dahl flavoured with ginger and coriander (v)
Pearl barley and mushroom casserole (v)
Mushroom and baby leek short crust pastry tart (v)

Served with

(please choose 2)

Basmati and wild rice
Roasted vegetable cous cous
Roasted Mediterranean vegetables
Buttered new potatoes with a herbs and crispy pancetta
Baby new potatoes with a spring onion butter
Honey roast ham and Dijon mustard mashed potato
Roasted new potatoes
Rosemary Roasties

Dessert

(please choose 2)

Baked vanilla cheesecake with berry compote and clotted vanilla cream
Rich chocolate and whiskey cream pot with amaretti biscuit
Chocolate and rum truffle with white chocolate shavings
Traditional Eaton Mess
Pecan tart with maple syrup cream and caramelised pecans
Classic crème brûlée with granny apple granita and vanilla shortbread



Lunch: Cold Buffet Option

**Please choose 4 items from the cold buffet menu
and 4 salads**

Cold buffet menu

Poached citrus and herb salmon with a cucumber and horseradish cream
Honey and Lemon chicken with coriander and light spice
Cured meat selection with homemade pickles
British cheese board with grapes, apricots and chutneys
Parma ham, Gorgonzola & fresh fig platter
Skewers of tarragon chicken marinated in honey and lemon,
wrapped in and Parma ham
Pressed ham hock and foie gras terrine
Individual spinach & Feta tartlets
Stilton and asparagus quiche
Honey roast ham and cheese quiche

Salads

Rice with chickpeas, coriander, sultanas and a mild curry dressing
Puy lentil salad tossed with feta, olives and mixed peppers with a lime dressing
Bulghar wheat salad with aubergine, courgette, pine nuts and pomegranate seeds
Mixed leaf salad with honey mustard dressing
Peppery leaf mix including rocket and watercress with a lemon and olive dressing
Tomato and red onion salad with basil and herb oil
Beef tomato and smoked mozzarella salad with a rosemary and thyme dressing
Homemade potato salad
Classic Caesar salad

Served with artisan breads

Dessert

(please choose 2)

Baked vanilla cheesecake with berry compote and clotted vanilla cream
Rich chocolate and whiskey cream pot with amaretti biscuit
Chocolate and rum truffle with white chocolate shavings
Traditional Eaton Mess
Pecan tart with maple syrup cream and caramelised pecans
Classic crème brûlée with granny apple granita and vanilla shortbread



Catering With Room Hire

Costs are based on a minimum of 20 delegates for lower numbers please enquire

Tea and Coffee with Cookies and Brownies

£2.50

Breakfast Pastries

Selection of the following pastries;

Custard crown, apple crown, apricot crown, cinnamon whirl, maple pecan plait croissant, pain au chocolate, pain au raisin

With tea, coffee and fruit juice

£4.00

Bagels and Pastries

Mini poppy and sesame bagels with hot sausages and or bacon
(vegetarian options available)

With a selection of pastries and *served with tea, coffee and fruit juice*

£5.00

Continental Breakfast

Pastries as above with Muesli, cereals, yoghurt, Breads, Preserves, Fruit salad

With tea, coffee and fruit juice

£7.00

Cooked Breakfast

Local sausages, bacon, mushrooms, free range scrambled eggs, tomatoes, toast

With tea coffee and fruit juice

£9.00

Continental and Cooked

Selection of the above

With tea coffee and fruit juice

£13.00

Cold Buffet

As per menu enclosed

£18.00

Hot Buffet

As per menu enclosed

£20.00

Sandwich Platter

with Salad, Coleslaw and Crisps

£4.00



Homemade Mini Quiche

with mixed leaf salad, coleslaw and rosemary roasties
£5.00

Traditional Ploughman's

Choose between Ham or Cheese, with homemade coleslaw, pickled onions, chutney,
mixed leaf salad and crusty bread
£5.50

**Add a dessert
from £3.50**

2 Course Sit down Lunch

Please see separate menus enclosed
With tea and coffee and fruit juice
£28.00

3 Course Sit down Lunch

Please see separate menus enclosed
With tea and coffee and fruit juice
£32.00

All costs are per head and exclusive of VAT



Booking Procedure

For all enquiries and or to arrange a site visit please contact;

Nicola Simpson tel: 0845 3890699 email: stpauls@limefooddesign.co.uk
(All telephone event enquiries are manned by the Lime Food Design Caterers head Office)

Or if passing ask for Hillary or Charlie

Booking;

For an availability check and quote please contact Nicola as above with your date and full requirements.

A provisional booking can be made by phone, email or letter. You will then be sent an event schedule, quote and cancellation terms and conditions (brief terms below). These forms must be signed and returned within 10 days in order to guarantee a booking.

Cancellation terms and conditions;

Provisional bookings will be held for 10 days, thereafter they will be released.

- Cancellation given 40 days or more prior to the arrival date:
No charges will be incurred.
- Cancellation given 21 days –39 days prior to arrival date:
50% of known costs* will be incurred
- Cancellation given 10 days –20 days prior to arrival date: 90% of known costs* will be incurred
- Cancellation given less than 10 days –prior to arrival date 100% of known costs* will be incurred

***ie, quoted delegate rate X number of delegates + room hire charges (if applicable).**

In the event that St Paul's is able to re-hire the facilities, no cancellation charge will be made.

Damage;

Any damage caused to St Paul's or Lime at St Paul's whether the building or facilities, inside or out will be charged to the Company or Person concerned. St Paul's and Lime Food Design cannot accept responsibility for guests' belongings or equipment. We regret that blue tack or any similar material can not be used on the walls or fixtures of the meeting rooms.

Event details;

Final agenda and approximate timings must be provided at least 5 working days prior to arrival with full on site contact details.

Payment;

Payment terms are strictly within 14 days of invoice