



Functions

St Paul's, offers a fantastic backdrop to any special occasion....

After the 1million pound restoration of St Pauls' the interior of regal columns, solid oak floor and high ceilings we offer a unique events space in Worthing.

Whether a concert, corporate recognition or private party we can tailor our packages to suit all your requirements.

With Lime Food Design, our in house caterers to hand you have a choice of well designed and delicious menus to suit all tastes.

Room Capacities and Layout

Room	Theatre	Private Dining	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.

Private Dining: 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

Room Hire: Thursday, Friday and Saturday

Please check availability for other days in the week.

Day Hire (9am to 5pm) Grand Hall + The Cube	£700.00 + VAT per day
Evening (6pm to 11pm) Grand Hall + The Cube	£450.00 + VAT per day
Full Day (9am to 11pm) Grand Hall + The Cube	£950.00 + VAT per day
Room Hire The Herridge	£150.00 + VAT 9am to 5pm £100.00 + VAT 6pm to 11pm

The Herridge suite may be available for fewer hours, please enquire for availability and rates.

Room Hire Includes;

- Room hire of that booked (available as per times above)
- Chairs and tables
- Warden on site

Catering options can be found overleaf



Catering With Room Hire

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

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.

**Tea and Coffee with Cookies and Brownies
£2.50**

Café options available; from £4.00 per person

**Cold Buffet; 2 course
from £18.00**

**Hot Buffet; 2 course
from £20.00**

**Add a starter or dessert
from £3.50**

Canapés

Party only; From £15.00 per head

Add on to buffet or dinner; From £6.00 per head

**2 Course Sit down from
With tea and coffee
£28.00**

**3 Course Sit down
With tea and coffee and fruit juice
£32.00**

Drinks

Drinks can be pre ordered and a cash bar is available for private functions

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 guests + room hire charges (if applicable).**

In the event that St Pauls 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.

Music and Entertainment;

St Paul's holds and entertainment license until 10.30pm when all music must come to an end. Any musicians brought into the building must comply with the license and must provide copies of public liability, a method statement and risk assessment.

Door staff;

For ANY evening function where numbers are above 50 and for every 50 persons door person is required for the duration of the event. ie for 100 guests 2 door staff are required. This is in addition to the charges (unless otherwise stated in your bespoke quote) @ £10.00 per person per hour.

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.

Full terms and conditions can be requested but will be sent in full to be signed with any provisional booking.