

The Highfield Hotel

Function Information Pack

47 Highfield Road, Idle, Bradford, BD10 8QH

Tel: 01274 611111 Email: reception@thehighfield.com www.thehighfield.com

Private Function Room Hire Charges

This hire fee is due, in full immediately, to secure your booking and is non-refundable in any instances. Bank Holidays will be charged at the Saturday rate. If you wish to book the room only without food, the hire charge is £200.00 regardless of the day of the week. Unfortunately customers cannot provide their own catering due to Health & Safety restrictions. The information and pricing detailed are subject to change without prior notice

Monday to Thursday ~ Per Half Day (4 hours)	£ 60.00
Friday & Sunday ~ Per Half Day (4 hours)	£ 80.00
Saturday ~ Per Half Day (4 hours)	£ 120.00

Cleaning & Breakages Deposit £ 50.00

This deposit must be paid upon booking and will be refunded after 7 days from the event providing the room is left in a reasonable condition and there have been no damages. If excessive or professional cleaning has to be undertaken after your use of the room we will deduct the charges from the deposit and repay any remaining balance to you.

Please note that we charge a £100.00 cleaning & breakages deposit for 18th and 21st Birthday functions

Linen Charge - Per Cloth £ 4.00

We have either white or black tablecloths available. If you require the use of our tablecloths, this small charge is for laundering. You may supply your own cloths, we simply ask that you bring them in so we can ensure they are suitable for use.

We also have various table centrepieces available from £2.50 per table

Seat Covers - Per Chair £ 4.50

Choose from black, white or ivory seat covers. Price also includes a sash in your colour choice

DJ & Disco Hire with Optional Karaoke £ 170.00

Please note that if you would prefer to arrange your own DJ, we apply a small charge of £20.00. Should you wish to hire a band we will apply a charge of £50.00 to £100.00 (dependant on the size of the set-up). We also require a copy of their Public Liability Insurance Certificate, 14 days prior to the event to ensure they have the necessary cover required

Cold Buffet - Prices start from (per person) £ 7.95

Please make your selection from the menus provided. Customers must cater for a minimum of 80% of their guests when choosing either of the cold buffet option. The below pricing includes plates, cutlery and napkins

Hot Buffet - Prices start from (per person) £ 4.50

Please make your selection from the menus provided. Customers must cater for the guests that are attending when choosing any of the hot buffet option. The below pricing includes plates, cutlery and napkins

Tea, Coffee & Biscuits ~ Per Person £ 1.90

Tea & Coffee Airpots ~ Serves approximately 25. Price per airpot £ 30.00

Jug of Cordial ~ A choice of blackcurrant or orange £ 2.50

Projector Hire ~ Per Half Day £ 70.00

Projection Screen Hire ~ Per Half Day £ 30.00

Please ensure you inform us of any special dietary requirements you or your guests may have, 7 days prior to the event

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Hot Sandwiches ~ £4.50 per person

Choose 1 of the following options for up to 50 guests or 2 options for 50 guests & above

Roast pork & apple sauce	ppl <input type="checkbox"/>	Roast turkey & stuffing	<input type="checkbox"/>
Sausage	<input type="checkbox"/>	Roast beef & onion	<input type="checkbox"/>
Bacon	<input type="checkbox"/>	Roast ham	<input type="checkbox"/>
Chip butties	<input type="checkbox"/>	<i>Sauces/Gravy Included</i>	

Hot Suppers ~ £4.50 per person

Pie & Pea Supper	ppl <input type="checkbox"/>	Burgers in Buns	<input type="checkbox"/>
Hotdogs in rolls	<input type="checkbox"/>	<i>Sauces Included</i>	

Hot Buffet ~ £8.95 per person

Choose 1 of the following options for up to 50 guests or 2 options for 50 guests & above

Includes accompanying sauces or gravies

Chilli con carne *	ppl <input type="checkbox"/>	Sweet & sour chicken *	<input type="checkbox"/>
Chicken curry	<input type="checkbox"/>	Meatballs in tomato sauce	<input type="checkbox"/>
Beef stew & dumplings	<input type="checkbox"/>	Cottage pie *	<input type="checkbox"/>
Meat & potato pie	<input type="checkbox"/>	Fish pie	<input type="checkbox"/>
Chicken in white wine & cream sauce	<input type="checkbox"/>	Potato & bacon Gratin *	<input type="checkbox"/>
Vegetable curry (v)	<input type="checkbox"/>	Pasta bake *	<input type="checkbox"/>

** Vegetarian options available upon request*

Add 1 of the following accompaniments for up to 50 guests or 2 options for 50 guests & above

Basmati rice	<input type="checkbox"/>	Chips	<input type="checkbox"/>
Naan bread & poppadums	<input type="checkbox"/>	Roast potatoes	<input type="checkbox"/>
Garlic bread (plain or cheese)	<input type="checkbox"/>	New potatoes	<input type="checkbox"/>
Fusilli pasta	<input type="checkbox"/>	Mushy peas	<input type="checkbox"/>

And finally, add 1 of the following desserts for up to 50 guests or 2 options for 50 guests & above

Fresh fruit salad	<input type="checkbox"/>	Tiramisu	<input type="checkbox"/>
Gateau	<input type="checkbox"/>	Lemon tart	<input type="checkbox"/>
Profiteroles	<input type="checkbox"/>	Warm apple crumble & custard	<input type="checkbox"/>
Cheesecake	<input type="checkbox"/>		

You can also add additional items - see our "Platters Menu" for more information

Please inform us of any special requirements you and your guests may have

Party Name	Date of party
Number of Guests	Time of arrival
	Food serving Time

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Cold Buffet Option 1 ~ £7.95 per person

The above option includes a spicy selection, a variety of pizzas, garlic breads, quiches, savoury pastries and a selection of cakes

Choose up to 3 of the following sandwiches for 50 guests and above (2 options for under 50)

Roast beef
Roast ham
Roast turkey
Corned Beef
Tuna mayo

Tuna & sweetcorn
Egg mayonnaise
Cheese & onion
Cheese & tomato
Cheese & pickle

Cold Buffet Option 2 ~ £10.95 per person

The above option includes a spicy selection, a variety of pizzas, garlic breads, quiches, savoury pastries and a selection of cakes

(For 40 guests and under choose 3 of the following sandwiches and 3 of the following salads & sides)

Sandwiches

Choose any 4 from the following:

Roast beef
Roast ham
Roast turkey
Smoked salmon
Prawn
Tuna mayo
Tuna & sweetcorn
Egg mayonnaise
Cheese & onion
Cheese & tomato
Cheese & pickle

Salads & Sides

Choose any 4 from the following:

Tuna & sweetcorn pasta
Chicken & pasta
Greek salad
Nicoise salad
Prawns & Marie Rose salad
Potato salad
Coleslaw
Crudités & dips
Chicken bites
Chicken drumsticks
Chicken goujons
Mini sausages

You can also add additional items at an extra cost - please see our "Platters Menu" for more information

Please inform us of any special requirements you and your guests may have

Party Name	Date of party
Number of Guests	Time of arrival
	Food serving time

Platters Menu

Each Platter Serves 10 People

Indian	Price £30
<i>Onion bhajjis, meat & vegetable samosas, chicken pakoras, seekh kebabs, chicken satay sticks, chicken tikka bites - served with raita and mango chutney</i>	
Oriental	Price £30
<i>Vegetable & duck spring rolls, prawn toasts, won tons, assorted dim sum - served with plum sauce & sweet chilli dipping sauce</i>	
Roast Meats	
<i>Roast ham with mustards</i>	Price £30
<i>Roast beef with horseradish & mustards</i>	Price £30
<i>Roast pork with apple sauce & stuffing</i>	Price £30
<i>Roast turkey with cranberry sauce & stuffing</i>	Price £30
<i>Roast chicken with stuffing</i>	Price £30
Continental Meats	Price £40
<i>Antipasti selection including Serrano ham, salami di Napoli, Salami di Milano, Chorizo, Peppered salami, garlic sausage & pastrami - served with olives</i>	
Prawn	Price £30
<i>Juicy prawns on a bed of lettuce - served with a Marie Rose sauce & lemon wedges</i>	
Poached Salmon	Price £30
<i>Ten salmon portions on a bed of salad - served with Hollandaise sauce</i>	
Other	Price £10
<i>Chunky Chips - served with tomato sauce, mayonnaise and HP sauce</i>	
<i>Potato Wedges - spicy or plain - served with sweet chilli sauce</i>	
Crudités	Price £20
<i>Seasonal sliced vegetables with a choice of three dips</i>	
<i>(please choose from thousand island, sour cream & chive, cheese, tzatziki and guacamole)</i>	
Salads	
<i>Greek salad</i>	Price £15
<i>Tuna Niçoise</i>	Price £20
<i>Chicken Caesar</i>	Price £20
<i>Waldorf salad</i>	Price £15
Cheese & Biscuits	Price £25
<i>Cheddar, Wensleydale, Brie, Danish blue, goats cheese & le Roulé - served with a selection of biscuits, with grapes & celery</i>	
Bread & Butter Board	Price £15
<i>A platter of rustic & farmhouse breads with individual butter portions</i>	
Desserts	
<i>Scones with jam & cream</i>	Price £15
<i>Mixed cake slices</i>	Price £15
<i>Cupcakes & muffins</i>	Price £20
<i>Profiteroles</i>	Price £15
Mixed Fruits	Price £25
<i>A selection of seasonal fruits - served with fresh cream</i>	

Party Name	Date of Party
Number of Guests	Time of Arrival
	Time Food Served

The Highfield Hotel

3 Course Meal £17.95 per person

Starter

Prawn Cocktail

Chicken Liver Pate

(v) Vine Ripened Tomato & Basil Soup with Crispy Croutons

(v) Creamy Garlic Mushrooms

Main Course

Topside of Roast Beef & Yorkshire Pudding

Chicken Breast in a Creamy White Wine Sauce

Poached Salmon with Hollandaise Sauce

Accompaniments - Roasted and mashed potatoes & a selection of seasonal vegetables & home-made gravy

(v) Fettucine Al' Alfredo

Desserts

Cheese & Biscuits

Ice Cream

Apple Pie & Custard

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Private Function Room Hire in December

Room Hire - Minimum 30 Children (13 years & under) till 6pm

The room hire charge includes plates, cutlery and napkins. This fee is due, in full to secure your booking

3 Hours Sun -Fri Daytime	£ 50.00
3 Hours Sat Daytime	£ 80.00

Cold Buffet - Per Child - from...

£ 4.50

Please let us know if you have any specific or dietary requirements

Cleaning & Breakages Deposit

£ 50.00

This deposit must be paid upon booking and will be refunded within 14 days after the event taking place, providing the room is left in a reasonable condition and there have been no damages. If excessive or professional cleaning has to be undertaken after your use of the room we will deduct the charges from the deposit and repay any remaining balance to you

Linen Charge - Per Cloth

£ 4.00

If you require the use of our tablecloths there is a small charge for laundering

DJ & Disco Hire - 3 Hours

£ 95.00

Please note that if you would prefer to arrange your own DJ / entertainment, we will require a copy of their Public Liability Insurance Certificate 7 days prior to the event and we also apply a charge of £15.00

Bouncy Castle - 3 Hours

£ 20.00

If you wish to hire a bouncy castle, we apply a small charge for power to the castle

Children's Entertainer - prices start from

£ 80.00

Activities can be booked separate e.g. face painting, balloon modelling, magic, disco, games, bubbles

Children's Cold Buffet Options

Option 1 - £5.00 per child Please choose up to 3 of the following sandwiches

Potted beef

Cheddar cheese

Cheese spread

Ham

Chocolate spread

Egg Mayo

Jam

Tuna Mayo

Option 2 - £6.50 per child Choose 3 sandwich options plus 3 of the following options

Mini Pizzas

Garlic Bread

Sausage Rolls

Cheese & Onion Rolls

Cocktail Sausages

Cornish Pasties

Chicken Nuggets

Both options above include a selection of buns & crisps, cucumber & carrot sticks and 1 large jug of fruit squash served with the food per 10 kids

You can also add additional items - see our "Platters Menu"

Party name	Date of party
Number of guests	Time of arrival
	Time food served

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1/5/17

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Hotel Accommodation

Guests may check-in from 2pm on the day of arrival and we request that rooms are vacated by 11am on the day of departure

**Early check in or late check out may be available on request **

Single	Maximum one person, 1 single bed	£45.00
King	Maximum two person, 1 king size bed	£55.00
Twin	Maximum two person, 2 single beds	£60.00
Superking	Maximum two person, 1 Superking size bed with bath/shower (406)	£65.00
Superking	Maximum two person, 1 Superking size bed with walk-in shower	£65.00
Superior King	Maximum two person, 1 king size bed with walk-in shower (300)	£65.00
Four Poster	Maximum two person, 1 king size four poster bed (402)	£65.00
Triple	Maximum three person, 3 adults (various bed arrangements available)	£80.00
Quad	Maximum four person, 4 adults (various bed arrangements available)	£120.00
Quinn	Maximum five person, 5 adults (various bed arrangements available)	£140.00

Our family rooms are available with varied bed arrangements, please enquire

Maximum three person, 2 adults and 1 child	(under 12 years of age)	£65.00
Maximum three person, 2 adults and 1 child	(over 12 years of age)	£75.00
Maximum four person, 2 adults and 2 children	(under 12 years of age)	£95.00
Maximum four person, 2 adults and 2 children	(over 12 years of age)	£100.00
Maximum five person, 2 adults and 3 children	(under 12 years of age)	£105.00
Maximum five person, 2 adults and 3 children	(over 12 years of age)	£115.00
Maximum five person, 2 adults and 3 children (305)	Double, Bunkbed, Single	£120.00

On request, extra children can stay in adjoining rooms for an extra charge of £15 per child

Adjoining Room	Maximum five person, 2 adults & 3 children with bath/shower (304/306)	£125.00
Adjoining Room	Maximum five person, 2ad & 3ch with bath/shower & walk in shower(201/300)	£130.00

The above pricing is on a per room, per night basis. We also offer a discount when booking five or more rooms or

** A light breakfast is included in all of the above pricing on a self serve basis **

*** Unlimited use of the Swimming Pool, Gym, Sauna, Steam Room & Jacuzzi * (exc sun beds)**

** Free Wifi available in public areas and a majority of our bedrooms **

*** Comfortable lounge area with free Wifi ***

** Free travel cot available by prior arrangement - bedding for an extra charge**

Pet suitable rooms available, with a charge of £10 per animal, per week

*** Moo World Inspired BBQ Steakhouse Restaurant on site ~ open Monday to Wednesday from 5pm, Thursday to Saturday from 12pm and Sunday from 9:30 am***

** Food served daily from 12pm in public bar **

*** Hairdryer, iron & board available free of charge by prior arrangement ***

*** Sky Sports Ultimate & BT Sports showing in Main Bar boasting 7 screens & surround sound ***

*** Real log fire & comfy seating area's in the main bar and restaurant***

** Free parking for all guests **

*** Long stay parking for Leeds/Bradford Airport guests ~ by prior arrangement ***

** Pool table & games machines in main bar area **

The Highfield

Conference & Meeting Rooms

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Private Meeting Rooms Standard Hire Charges

Free WiFi access available



Room 405	1 ~ 30 Delegates	
<i>Monday to Thursday ~ Per half day (4 hours)</i>		£ 60.00
<i>Friday, Saturday & Sunday ~ Per half day (4 hours)</i>		£ 80.00
Hotel Function Suite	30 ~ 100 Delegates	
<i>Monday to Thursday ~ Per half day (4 hours)</i>		£ 80.00
<i>Friday, Saturday & Sunday ~ Per half day (4 hours)</i>		£ 100.00

Our room hire charge is due, in full, to secure your booking and is non-refundable. Bank Holidays will be charged at the Saturday rate

Please note that the number of delegates is dependant on your seating and table plan. Please ensure this information is provided when making your booking

Cleaning & Breakages Deposit £ 50.00

This deposit must be paid upon booking and will be refunded within 14 days after use of the room providing the room is left in a reasonable condition and there have been no damages. If excessive or professional cleaning has to be undertaken after your use of the room we will deduct the charges from the deposit and repay any remaining balance to you

Hot Buffet ~ Prices start from (per person) £ 4.50

Cold Buffet ~ Prices start from (per person) £ 6.95

Please make your selection from the menus provided

Tea, Coffee & Biscuits ~ Per person £ 1.90

Tea & Coffee Airpots ~ Serves 25-30 people £ 30.00

Jug of Cordial ~ A choice of blackcurrant and orange £ 2.50

Jug of Water & Ice £ 2.00

Bottled Water 500ml ~ A choice of still or sparkling £ 1.50

Projector & Screen Hire £ 100.00

Projection Screen Hire £ 50.00

Easel / Whiteboard Hire £ 20.00

Board Accessories Hire ~ Whiteboard markers, eraser & foam cleaner £ 10.00

Amplifier, Speakers & Microphone Hire £ 100.00

Unfortunately customers' cannot provide their own catering

Please inform us of any special dietary requirements you or your guests may have, 7 days prior to the event