



Gin Library Private Hire...

The first floor Gin Library, dining room and roof terrace gives you a great space to create some wonderful memories. We're keen on a bit of a do at The Sun and have hosted everything from weddings, anniversaries, birthday parties, christenings to baby showers and everyone's long awaited family get-togethers.

Dine in our stunning dining room which has been beautifully restored with your own private gin bar and terrace. Host an intimate dinner party or drinks party here allowing you privacy away from the main pub. The dining room seats a minimum of 25 or maximum of 40 across 4 tables for private hire bookings. You will have your own sound system at your disposal for background music and a beautiful marquee on our roof terrace for your exclusive use. If you are looking for a venue for a special celebration, we can host up to 80 for a drinks party.

Our Chefs have created some fantastic seasonal menus for all tastes and dietary requirements.

From a relaxed lunch to your own bespoke dinner party or wedding menu.

Our Head Chef can discuss any preferences you have in mind. We can also help you choose a wine that will match your menu, or an aperitif or cocktail for that special occasion.

On Sundays the dining room is available to book for large tables to "Host your own Roast". If you would like to have all your friends over for Sunday lunch but don't want the hassle of all the cooking and cleaning-up, then why not leave it to us and book a large table to seat up to 12 or 36 across 3 large tables. Simply choose your roast, we'll provide a classic pudding for dessert - all you need to do is play host and tuck in.

You can hire The Gin Library for your own private use for a non-refundable hire fee and an agreed minimum spend on food. Our event pack provides full details of pricing for 2023, sample menus and the facilities you will have at your disposal. We know everybody has different requirements and expectations, so we work very closely with you to ensure you and your guests are happy every step of the way.

When not private hired, The Gin Library is open daily and can be booked for large groups with tables inside seating up to 12 people.

Viewings of the Gin Library can be arranged by appointment. To enquire about private hire please email Jo at bookings@thesuncarshalton – our office is open 10-4pm Tue-Fri

Private Hire 2024

Thank you for your enquiry. We are delighted that you are interested in hosting an event at The Sun. We are committed to making every event held with us memorable for all the right reasons and have included all the information we think you will need to plan your event in our event pack which is available at www.thesuncarshalton.com.

Minimum / Maximum room capacities:

- Informal Party: Minimum of 60 – Maximum of 80
- Dinner Party: Minimum of 25 – Maximum of 40 (across 3-4 tables)

Private Hire Fee for 2024:

- Hire times run from 12-5pm or 7pm-midnight
- Monday – Thursday £50 private hire fee
- Friday & Saturday £100 private hire fee
- Wedding Hire £250 minimum private hire fee from 12-midnight
- On Sunday's The Gin Library is used as a restaurant. Large tables seating up to 12 can be booked for Sunday Lunch ordering from the Host Your Own Roast Menu

This includes:

- Dedicated Events Host on your special day
- Development of your bespoke menu / seasonal food / drinks
- Table plan and name cards
- Decorating the room for you (bunting, fairy lights and candles on the tables)
- Postbox suitcases for cards and presents / Event Photoboard
- Choice of table settings and table runners
- For daytime events with children we have a suitcase full of toys and games suitable for all ages from infants to toddlers and have 2 highchairs available

Menu Pricing for 2024:

- Seasonal 3 course Menu: - £40 per head
- Wedding 4 course Menu: - £45 per head
- Informal Party Menu: choice of party platters – from £10-£16 per head
- Host Your Own Roast: £30 per head for groups of 12 or more adults
- G&T Afternoon Tea: 3 course menu - £22 per head / plus £8 per head with G&T tree
- Junior Menu: 3 course menu - £15 per head (only up to 7pm)

Please note there is a minimum spend of £1,000 on all private hire bookings £500 of this must be on food. The remaining £500 is made up of drinks sales at your event and does not need to be pre-paid. **The Gin Library is not available to private hire for drinks only and has a minimum number of 25 adults for a Dinner Party and 60 adults for an Informal Party.**

Meeting Prices – Day Meeting £20 per person

If you are looking for a unique venue to hold a meeting or staff training session mid-week the first floor can be set up for a formal or informal meeting with water, unlimited tea and coffee and a light lunch. Minimum of 10 delegates available to hire from 11am.

Party Menu

Looking for a more informal approach for your party? Our party menu offers you everything from canapes to our favourite pub classics as hot finger food & a choice of sharing platters that are perfect for all celebrations / larger group bookings in the main pub

Party Snacks...

- Selection of crisps, nuts & popcorn £5
- Bread board, houmous, dukkha, olives, oil & balsamic £15 (vg)
- Crudite board with seasonal vegetables & dips £15 (vg)

Canapés...

Each canapé will cater for up to 25 people, priced from £1-£1.80 per canapé & are ideal to be served as your guests arrive at the start of your party

- Goats cheese & basil crostini lemon vinaigrette (v) £30
- Mushroom, & aubergine tartlet chive & smoked paprika crème fraiche (vga) £35
- Sweet potato bhaji & mild curry mayo (vg) £25
- Barbeque pulled beef, pickled kohlrabi crostini (gfa) £35
- Lamb kofta, mint tzatziki, coriander £40
- Salmon, spring onion & dill fishcakes lemon mayo £40
- Smoked haddock rarebit spiced tomato relish £30

Pub Classics Platters...

Each Pub Classic Platter will cater for up to 10 people

- Beefburger sliders, leaves, tomato, burger sauce £35
- Veggie mushroom burger sliders, leaves, wasabi mayo (v vga) £30
- Buttermilk southern fried chicken fillets, barbeque dip £35 (gfa)
- Sticky Cumberland sausage or vegan sausage skewers (vga) £25
- Mini Beer battered haddock & tartare sauce (gfa) £35
- Mini Beer battered halloumi & tartare sauce (gfa v) £30
- Skin on chips £5 / Sweet potato fries £6

Welcome Drinks / Party Boards...

If you want to make your party the best it can be, why not choose one of our drinks or platter boards

- Welcome drinks – Prosecco tree (from £60 per tree – 2 bottles of prosecco with 12 flutes) Buckets of bottled beer (from £45 – 10 bottles) bottled cider (From £55 - £10 bottles)
- Cocktail station – personalised signature cocktails to get your party started
- Deli meat charcuterie board, artisan or gluten free breads, chutneys & olives (gfa) £50
- Deli cheese board, grapes, pickles, red onion marmalade, biscuits, oatcakes (gfa) £60
- Sweet board chocolate brownie & seasonal handmade cakes (vg gfa) £35
- Deli sandwich sharing boards £20 (gfa vga) only available for daytime events

For private hire bookings the minimum spend on party food is £500

All food service for private hire bookings is given a 30-minute window and is served from 2pm or 9pm after the main lunch / dinner service. The minimum number of people required for an informal private hire drinks party is 60 adults and the maximum is 80. All food orders for private hire and large group bookings must be received by email no later than one week before the booking. Please note once the order is confirmed full payment is due.

Sample Wedding Package

An intimate wedding with family & friends in The Gin Library, what could be more perfect? With our simple wedding package for a minimum of 25 to a maximum of 40 guests covering everything you need on your special day starting from £85 per head

What's included:

All day private hire 12noon – midnight
Arrival drinks (glass of Prosecco or Pimm's, etc per person)
3 course wedding menu
Half a bottle of our house wine per person
Tea & coffee station
Glass of prosecco for toasting the newlewedds
Late night party buffet
Fully stocked and staffed bar
Dedicated wedding co-ordinator to plan your wedding
Dedicated event manager and wedding host on the big day
Complimentary menu and wine tasting to choose your meal and drinks list

Sample Seasonal Menu

Wild mushroom & ginger velouté, garlic & spring onion focaccia (vg gfa)
Smoked haddock rarebit, bloody mary relish, fine herb salad
Broadbean & samphire tart, goats cheese mousse, walnuts (n)
Confit chicken terrine, bacon jam, crackling popcorn (gf)

Choose from:

Slow roasted shoulder of lamb
Confit chicken on the bone
Crispy pork belly
Salmon fillet
Butternut squash wellington (vga)

*All mains are served with dauphinoise potatoes & seasonal spring greens
Choose from red wine jus or garlic & herb white wine sauce served in jugs at the table*

Seasonal bakewell tart, honey, marscapone (n)
Vegan carrot cake, vanilla ice-cream, candy citrus (vg)
Chocolate brownie, banana caramel, peanut butter ice-cream (gfa)
Sticky toffee pudding butterscotch sauce, salted caramel ice-cream, candied pecans (n nfa)
Selection of British cheeses, oatcakes, water biscuits, red onion & piccalilli

£40.00 per adult plus 12.5% discretionary service charge

The minimum number of people required for a wedding is 25 adults and the maximum is 40.

Sample Host Your Own Roast Menu

Do you fancy having all your family and friend's round for Sunday lunch but don't want the hassle of all the cooking and washing up...Then why not leave it to us?

The Gin Library is not available to private hire on a Sunday. It is open every Sunday for large group bookings we can accommodate up to 12 adults per table seating up to 36 for a roast across 3 large tables. We offer a sharing starter whilst you wait for your roast followed by a seasonal dessert.

Sharing Bread board (n)

Roast rump of English beef (gfa)

Slow roasted shoulder & roast leg of lamb (gfa)

Vegetable nut roast (vga)

Half roast chicken on the bone (gfa)

Roast loin of pork with crackling (gfa)

Roasts are served with roast potatoes, Yorkshire pudding, stuffing & gravy

Seasonal vegetables are served family style so you can help yourself with extra jugs of gravy to finish your roast in style

Seasonal bakewell tart, vanilla icecream, pink gin liquer (n)

Chocolate brownie, malt syrup, cherry cola sorbet, hazelnut praline (gfa, n)

Sticky toffee pudding butterscotch sauce, salted caramel ice-cream, candied pecans (n nfa)

Selection of British cheeses, oatcakes, water biscuits, red onion & piccalilli (gfa)

Or alternatively for a birthday celebration you are welcome to bring your own cake

£30.00 per adult plus 12.5% discretionary service charge

£15.00 per child junior menu with roast as main course

The minimum number of people required for a Host your own Roast menu is **12** adults and the maximum is **36**. All food orders must be received by email no later than one week before the booking.

Please note once the order is confirmed a £10 per head non-refundable deposit is due.

Sample G&T Afternoon Tea Menu

Our G&T afternoon tea is very popular for an informal lunch or afternoon service perfect for a christening, baby shower or celebration lunch party

A selection of homemade finger sandwiches ...

Egg mayonnaise & mustard cress

Gin & juniper smoked salmon & cream cheese

Coronation chicken

Classic cucumber

Savoury pastries...

Ham, leek & mushroom tart

Smoked cheddar & chive tart

Sweets...

Warm scones with clotted cream & Pinkster's gin raspberry preserve

Chocolate brownie, chocolate ganache & candied pecans

Banana cake, chantilly cream, banana crisps

Tea, coffee or herbal infusion

£22 per head plus 10% discretionary service charge

Select 3 gins to be paired with the perfect botanical & tonic on your gin tree... The

Gin Library has over 80 gins for you to choose from including aromatic, citrus, flavoured, floral, herbal & spiced gins

Plus £8 per head

All food service is given a 30-minute window. All food orders must be received by email no later than one week before the booking. Please note once the order is confirmed a £10 per head non-refundable deposit is due.

Junior Set Menu...

Many of our daytime functions are for family gatherings with young children who can order from our Junior Set Menu

Starters...

Seasonal soup & toast
Garlic ciabatta bread

Mains...

Macaroni cheese & garlic bread (v)
Breaded chicken goujons, chips & salad
Junior beef burger, lettuce, tomato & chips
Junior veggie burger, lettuce, tomato & chips (vga)
Battered haddock fingers, chips & baked beans

Desserts...

Jude's vanilla ice cream
Sticky toffee pudding, toffee sauce & vanilla ice cream
Chocolate brownie & vanilla ice cream

£15.00 per child

<p>Children are welcome in The Gin Library until 7pm</p>

Children/Under 18's: Unfortunately, babies, toddlers and children under 10 years of age are not allowed on the premises after 7pm. Children are not allowed to sit at the bar area, be on the terrace or go to the toilet unaccompanied. We expect children to be supervised at all times and respect the room (no climbing on furniture, running around, leaving toys on the floor that can be tripped over etc.) We are happy to provide colouring and board games to help keep children entertained.

Gin Library & Dining Room: Terms and Conditions

Please read the following information, we will not accept any bookings without people agreeing to and signing the terms and conditions:

Cost: The cost to hire the Gin Library is £50 Tuesday – Thursday, £100 Friday and Saturday. This is a non-refundable hire fee and covers the private hire and use of the room for lunch or dinner service. **Please note the hire fee is not a deposit.** This hire fee must be paid at the time of booking to secure a date. There is a minimum spend of £1,000 for all bookings £500 of which must be spent on food.

Service: A discretionary service charge of 12.5% is applied to all table service of food and drink. This is discretionary and is shared by all staff.

Bookings: The Sun only considers a booking to be confirmed upon receipt of a completed booking form, signed terms and conditions and payment of the private hire fee.

Facilities: The dining room is upstairs, and due to age of the building, there are no lift facilities. There are private toilet facilities located off the main staircase to the dining room, baby changing facilities are available in the main pub. We also offer a roof terrace for those guests that smoke. Please note children are not permitted on the roof terrace. The dining room is available to hire 5 days a week as follows:

- Tuesday - Thursday 12-5pm and 6pm-11pm
- Friday - Saturday 12 – 5pm and 7pm – midnight

The maximum capacity of the room is 80 people. We can accommodate 40 for a formal sit-down lunch / dinner across 4 tables. When bookings run across lunch and dinner service the minimum spend and hire fee is payable for each booking time.

Food and Drink: There is a private bar upstairs. The bar holds many of the same wines, spirits and soft drinks as the main bar, for the same cost. Please note there is no draught or real ales on the first floor we only provide a bottle bar. All draught lager, cider and ales can be ordered in The Gin Library and are served from our main bar to your guests in The Gin Library. We can create a bespoke offer for special occasions with fine wines to accompany a bespoke menu or cocktails for a drinks party. If you want to bring your own fine wines we charge £20 per bottle corkage and have a maximum limit of 1 case (6 bottles).

Our Chefs have created some fantastic menu's catering for all tastes and dietary requirements from informal party food menus to bespoke dinner menus that can be tailored to your requirements. Sample menus are provided to give you an idea of what we can provide for your special occasion.

If you are booking a lunch or dinner party our dining menu is seasonal and changes regularly so your menu will be agreed with you for your special event. We will email a copy of your menu a minimum of 3 weeks before your event. We will also send you a spreadsheet for you to fill out with your guest names and their order. All food orders must be placed 7 days before your event. Informal party balances must be settled at the time of order. Set menu orders must pay a £10 per head deposit at time of order. **Please note no food or drinks are to be brought onto the premises other than the birthday, christening or wedding cakes.**

Entertainment: The room has a background music system which allows your downloaded spotify playlist to be played through the sonos speakers in the room. All music must be downloaded onto spotify and emailed the week before the private hire. We do not have reliable Wi-Fi to live stream playlists. Karaoke and DJs are not permitted under any circumstances.

Children/Under 18's: **Unfortunately, babies, toddlers and children under 18 years of age are not allowed on the premises after 7pm.** Children are not allowed to sit at the bar area, be on the terrace or go to the toilet unaccompanied. We expect children to be supervised at all times and respect the room (no climbing on furniture, running around, leaving toys on the floor that can be tripped over etc.) We are happy to provide colouring and board games to help keep children entertained. Please note our staff are here to provide you with food and drink service they are not here to look after or discipline children. We do not accept 18th or 21st birthday party bookings. Anyone who appears under the age of 25 will be asked for ID.

Decorating the Room: There is often more than one function on the day so there is very little time available between events. We recommend dropping decorations off the day before your event. Unpermitted items:

- **Party poppers**
- **Glitter, Feathers**
- **Table confetti or confetti / glitter balloons**
- **Posters, photographs and banners/bunting stuck onto ANY walls**

Helium balloons work well, please note we do not have time to blow up balloons or put up your decorations for you. If you are hiring a company to install a balloon arch or flower wall this must be set up in the 1 hour window before your private hire and removed in the 1 hour window after your private hire. **If this term and condition is ignored and there is damage or excessive mess to the room there is a £100 fine.**

Unacceptable Behaviour/Damage to Property: If any guests attending the party behave in a manner which we deem unacceptable they will be asked to leave, if they refuse we will stop the party. If any unlawful acts, including breaches of licensing laws, occur the party will be stopped. We have a zero tolerance policy on drugs, unacceptable and threatening behaviour.

You assume responsibility for damage caused by your guests, whether in the dining room or in any part of the building and undertake to make good or pay restitution for any material damage of furniture, fixtures or equipment.

All equipment and property brought into The Sun is done so at people's own risk. CCTV is in operation in the dining room and throughout the premises at all times.

The management of The Sun have the right to stop the party at any time and ask all customers to be respectful of our neighbours when leaving. The roof terrace is only open up to 10.30pm and from 10pm door and windows are kept closed to minimise noise to our neighbours.

Payment: All informal party food must be paid for a minimum of one week in advance. All other food orders must pay a £10 per head deposit a minimum of one week in advance. All accounts should be cleared on the day or before the day of the booking by cash or card. No refunds will be given and the amount cannot be carried over to another event. All payments should be made into the business account as follows: **BANK: HSBC / ACCOUNT NAME: HAIR OF THE DOG LTD / NUMBER: 32149834 / SORT CODE: 40-43-26 / REF: surname**

Cancellation Policy: The private hire fee is not refundable. There is no cancellation fee provided the booking is cancelled in writing not less than 4 weeks prior to the event. Cancellation received in writing less than 4 weeks prior to the booking will incur a £500 charge if the room is not re-booked. If any guests are unwell, unable to make the event or if you have any last minute changes, they need to be made at least 48hrs before your event and will only be accepted under our discretion. Unfortunately, any changes to guests orders made after this time will result in their deposit being forfeited.

Disclaimer: It is the responsibility of the party organiser to ensure that all attendees abide by the terms and conditions. **And finally...** We want you to have fun our terms and conditions are set out for a reason – To ensure a safe and enjoyable event for you, your guests and the team at The Sun. If you have any questions, queries or special requests please contact us and we will do anything within our power to help make them happen.

I have read and agree to the terms and conditions of hire:

Signed:

Date:

Contact Email:

Contact Mobile Phone Number:

Contact Home Number:

Date and Type of Event: Hire Fee Paid:

Date: