

it is not essential to complete the booking forms, but please use the details to help you plan or give you ideas for any special function or reservation requirements.


please feel free to contact us with any questions


many thanks

[www.loftlounge.co.uk](http://www.loftlounge.co.uk)




## welcome to the loft


spread over two floors  has been carefully designed to create a relaxing & sumptuous atmosphere. the downstairs area is dominated by a unique circular bar, backed by a dazzling glass wall stretching up between the two floors, towards the impressive skylight which floods the venue with natural light. a mixture of formal, & relaxed leather seating, provides the perfect setting for business meetings, dining or relaxing with friends. the luxury continues upstairs where the floor is divided into a mixture of seating areas. these comprise of various sized booths, including a large VIP area, the balcony drinks shelf & the beautiful champagne area.

our service at  is focused on your experience. all of our highly trained staff are happy to accommodate in any way in order to leave you feeling comfortable & at home. all of our staff have extensive knowledge of our wine and cocktail lists & will be happy to recommend a variety of products should you so wish.

## the bar

 boasts an extensive wine & cocktail list, unrivalled in the area. our bespoke cocktail list includes the use of fresh fruit and natural ingredients and heralds classics such as the 'fresh fruit daiquiri' & variety of flavoured 'mojito's', to our very own & most talked about 'raspberry bellini'.

## booth bookings

we accommodate all sizes of bookings but to gain entry to  upper lounge we do not insist on a booking, it's just advisable due to the popularity of the venue, it is ok to simply walk on down. this pack is directed at those wishing to make their visit a little more special, whether it's for the complete use of the upstairs lounge or an individual area of it. if you do wish to make a general booking, just call or email us and we will reserve a booth accordingly. we can arrange drinks on arrival, tabs, food & snacks for you over the phone without the necessity to complete this function pack booking, so please just ask. there is no reservation fee.

the latest reservation time is 9pm for guaranteed booth's or seats in the upper lounge. as a guide to your booking, on premium nights which are friday's, saturday's bank holidays & xmas, we will require you & your guests to arrive no later than 15 minutes of the time of your booking, but in particular no later than 9pm & a reservation cannot be made for guests to turn up later. If guests have not arrived for the pre-booked time or 9pm latest, the area, or part of the area, may be let to another group waiting. The guidelines are similar to if you book a table at a restaurant. The area is also allocated to fit your group size comfortably; again similar to if you book a table in a restaurant for say 10 people; you get a table for 10 people.

we always strive to offer the best possible service & applying these guidelines help us to run efficiently, I hope you understand.


## exclusive bookings

our first floor is available to hire for exclusive use & there is no fee for doing so. the only stipulation is that we apply a minimum bar spend of £1000 & this is for 'premium nights' only which are friday's, saturday's, bank holidays, xmas & special events . as we don't charge a hire fee, this basically protects the venue from someone making a booking & only a few people turning up & the subsequent loss of business to the venue. we have never had an exclusive booking fail to meet the minimum bar spend & if you think of 100 people turning up it equates to only £10.00 per head spending. we will simply take a deposit of £500.00 from your credit card which is FULLY REFUNDABLE if the bar spend exceeds £1000. If the bar spend say only reaches £900, then we would refund only £400, i.e. we deduct the shortfall of the minimum spend from your deposit. the capacity is 110 & you must be able to guarantee 80 people.

## gift vouchers

we offer a gift voucher service if you wish to buy them for friends, family or guests.

## themed décor


balloons, table confetti & other decorations will add a great touch to your party at . we have plenty of packages available to suit most needs & these can be seen on the attached décor sheet. If you wish to be more creative with your décor, please discuss the alternatives with our staff, you may wish to create your own bespoke package.

we also offer additional options & extra items of decoration, these are also on the attached décor sheet later in this pack. if you want to decorate your reserved area yourselves, please feel free to do so, but just confirm this with one our staff so we can accommodate your early arrival. If there are any special requests, just ask & we will try to help. sorry we do not allow party poppers or streamers in the venue due their dye & staining nature. we cannot also allow cello tape or blue tack as the residue damage's furniture & furnishings.

## specialist entertainment

for the ultimate in entertainment, why not try our fun casino's & roulette tables or maybe you would like to be dazzled by the personal performance of a table magician? we also offer a choice of specialist d.j's & live bands which cover a wide range of genre's so we are sure we have someone on our files to suit your taste or requirement. we can arrange quiz nights & have a vast selection of 'question packages' from as little as £10.00. we would be happy to discuss any specialist requirement with you, however bizarre!


## reservation guidelines



our staff will make it as simple as possible to help you with your enquiry to hold your party or function at  so you don't have to worry about a thing. you can call me personally at any time if you wish to discuss. if it's a simple booth booking with no frills, then just call or email us, it's no problem.

- read through the menu & booking options and complete the reservation form accordingly
- call or email us & we will organise a meeting to ensure we all have everything covered to your finest detail. if you would prefer we can simply complete all your details over the phone.
- if you have any questions, queries or amendments after the booking has been confirmed please feel free to call or email us & we will of course do our best to accommodate.

## conditions:

following your booking confirmation & payment,  cannot be held responsible for any guest cancellation. all deposits are non-refundable, however, if we can fill a vacated booking, we will refund the deposit in full.

 has a duty towards security of it's staff & other guests & reserve the right to refuse admission & service.

guests under the age of 18, when accompanied by a responsible adult, are welcomed here at  up to 6pm. after 6pm you have to be 18 or older for entry. all guests are subject to random ID checks to protect it's staff & other guests & generally make  a safer place for everyone. all we say, is that if your lucky enough to look young, please, please bring some ID.

many thanks

Mike Watkin

07944 395124

Director

## buffet options

buffets are for a minimum of 10 people. if less is required, please call us to discuss  
available all day up to 9pm every day

### buffet standard @ £6.95 per head

- platter of freshly carved ham or turkey
- fresh farmhouse white & wholemeal bread
  - barbeque glazed chicken wings
- broccoli & stilton, & bacon & cheddar quiches
  - fresh crisp salad bowls
- selection of locally sourced cheeses served with celery, grapes & pickles
- tortilla chips & prawn crackers with sweet chilli & salsa
- assortment of fresh chutneys, coleslaw & dips

### buffet special @ £8.95 per head

- platter of freshly carved ham & turkey breast
- seasoned chicken wings
- fresh farmhouse white & wholemeal bread
- mini vegetarian spring rolls with a sweet chilli dip
- seasoned potato wedges
- vegetarian & meat quiches
- fresh crisp salad bowls
- homemade humous & toasted pitta breads
- homemade chunky coleslaw
- tortilla chips & prawn crackers
- assortment of fresh dips & sauces

### buffet supreme @ £10.95 per head

- platter of freshly carved ham, topside of beef & turkey breast
- seasoned chicken wings
- baby pork ribs
- seasoned potato wedges
- fresh farmhouse white, wholemeal & ciabatta breads
- mozzarella & tomato slices
- mini vegetarian spring rolls & chicken satay skewers with a sweet chilli dip
- vegetarian & meat quiches
- fresh crisp salad bowls
- homemade humous & toasted pitta breads
- homemade chunky coleslaw
- tortilla chips & prawn crackers
- assortment of fresh dips & sauces

### buffet retro @ £7.95 per head

- selection of fresh cut sandwiches
- mini sausages
- sausage rolls
- cheese & pineapple hedgehog
- cheese & pickled onion hedgehog
- vegetarian & meat quiches
- assorted vol-au-vents
- twiglets
- chipsticks
- cheesy balls
- iced gems
- jammy dodgers

### buffet create @ £available on request

- if you would prefer to create your own individual styled buffet from either a selection of our choices above or maybe introduce some of your own favourites, then please just discuss it with us. Prices can range from as little as £6 per head.

### canapés @ £7.95 per plate of 10

- smoked salmon & cream cheese crostini, mozzarella & parma ham olive sticks, pesto salami ciabatta, vintage cheddar & cherry tomato biscuit.




## wine & drinks packages

### sparkling wine & champagne

our house sparkling wines listed below are the ideal and affordable way to toast your event. if you are looking for something a bit more special, our champagnes are served ice cold by our experienced and trained staff. all of our champagnes are served with chilled strawberries as standard.

	bottle	case (6 bottles)
ackermans sparkling cabernet rose	£14.95	£80.00
montesquius cava	£14.95	£80.00
moet & chandon n.v.	£39.50	£210.00
moet & chandon rose	£45.00	£256.50
dom perignon	£100.00	on request
louis roederer cristal	£275.00	not available

### spirits by the bottle

why not order spirits by the bottle? A great way to beat the bar queues, save money & enjoy  experience at your own leisure. all of our spirits come with unlimited free draught mixers, ice and fruit. this is an ideal way of catering for both large & intimate parties. each bottle contains 28 shots, save over £20 on individual measure price.

If your desired spirit is not on the list please just ask a member of staff, we offer most of our range at bottle prices

wyborowa vodka	£65.00
jack daniels	£65.00
chairman's reserve rum	£65.00
plymouth gin	£65.00
sauza tequila blanco	£65.00
sailor jerry's spiced rum	£65.00
belvedere luxury polish vodka	£80.00
glenmorangie malt whiskey	£85.00
hennessy XO	£180.00
hennessy paradis	£395.00



## special function booking form

company name (if app)		contact name	
address			
telephone:	office:	home:	mobile:
email:			

event date:	expected time of arrival at venue:		no of guests
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event type:	birthday		wedding		christening		corporate	
	anniversary		congratulations		celebration		other <sub>(see below)</sub>	

event further details:	
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menu option	price per head	number	total	room hire service charge	total
buffet standard	£ 6.95		£	n/a	£
buffet special	£ 8.95		£	n/a	£
buffet supreme	£ 10.95		£	n/a	£
buffet retro	£ 7.95		£	n/a	£
buffet create	£ POR		£	n/a	£
canapés	£ 7.95		£	n/a	£
nuts & olives	£ 2.50		£	n/a	£
meal create*	£ POR		£	n/a	£

\*meals are for a maximum booking of 20 people & seating is downstairs. only buffets are available friday & saturday evenings & buffets are always served upstairs in the lounge areas.

wine & drinks:detail	number	price	
		£	£
		£	£
		£	£

options for money saving full bottle deals are in this pack or just ask one of our staff

bar tab if you wish to put some money behind the bar for your guests, let us know your requirements	£
themed décor details: option a. £17.50 option b. £30.00	£
décor form completed in addition to this form	yes <input type="checkbox"/> no <input type="checkbox"/>
other details:	£
other details:	£

**Grand Total** £

**a deposit of 20% (non-refundable) is required to secure your booking & the balance is due 14 days before the event date.**

deposit received amount		date received		cash	cheque	c card	staff	
additional monies received		date received		cash	cheque	c card	staff	
balance owed amount		date received		cash	cheque	c card	staff	

if you require anything not mentioned, please be sure to discuss it with us to see if we can help.

If you need to vary the number of your party please contact us with as much notice as possible & we'll do our very best to accommodate.

Please ensure all your guests are aware of the name at the head of the guestlist & make themselves known to our friendly door staff or floor staff on arrival.

**14 station street, eastbourne, east sussex BN21 4RG. t:01323 733353 e:reservations@loftlounge.co.uk w:loftlounge.co.uk**



## decoration options

contact name		event date		time required	
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event type:	birthday		wedding		christening		corporate	
	anniversary		congratulations		celebration		other <sub>(see below)</sub>	

details to supplier:	
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details		qty	price	total
option a party pack	10 helium filled balloons with ribbon, 2 foil balloon weights & 1 table confetti to suit your occasion		included on main form £17.50	- -
option b party pack	20 helium filled balloons with ribbon, 4 balloon weights & 2 table confetti to suit your occasion		included on main form £30.00	- -
option c party pack	12 helium filled balloons with ribbon, 2 large helium filled foil number balloons with ribbon, 4 balloon weights & 1 table confetti to suit your occasion		£35.00	£
option d wedding	18 helium filled balloons with ribbon, 6 balloon weights with ribbon & 3 packs of table confetti or 1 box of petals, all in your choice of colours		£35.00	£
option e wedding	20 helium filled balloons with ribbon, 4 balloon weights & 2 packs of table confetti or 1 box of petals, all in your choice of colours		£27.50	£
extra	large helium filled foil numbers in silver		£9.00	£
extra	10 helium filled balloons with ribbon		£12.50	£
extra	petal boxes		£3.50	£
extra	mini chocolate fountain, with 2 packs of finest belgian chocolate, 2 punnets of fresh strawberries & 2 bags of fluffy marshmallows		£45.00	£
extra				
extra				
transfer total to main booking form			<b>total</b>	£

balloons available are all multicoloured apart from those marked \*

happy birthday - all ages 1-9 then 18,21,30,40,50,65,70,80,90,100 & no age	
engagement	anniversary
hen party	silver coloured wedding anniversary (25 years) *
wedding congratulations *	pearl coloured wedding anniversary (30 years) *
just married *	ruby coloured wedding anniversary (40 years) *
congratulations	golden coloured wedding anniversary (50 years) *
good luck	christening boy (blue) / girl (pink) *
retirement	baby boy (blue) / baby girl (pink) *

balloon arches (quote on request depending on size)  
wedding favours such as cameras etc  
if you think of anything else, please just ask.

for office use only					
date confirmed to supplier		staff member		who spoke to	