



*Funeral*

*Receptions*

Experienced in providing a  
caring & compassionate gathering.

# *Funeral Reception*

We are experienced in offering a respectful, compassionate, and caring service to help you mark what is ultimately an important occasion for friends and family.

We endeavour to make your arrangements with minimal fuss to make what can be an extremely difficult and upsetting time as easy as possible.

Anticipating numbers for these occasions can be difficult; you will find us flexible and sympathetic in this respect.

We can accommodate anything from 15 to 150 guests.

## *Appointments*

It is advised you make an appointment to view the rooms with an experienced member of the team prior to making a reservation.

To do so, please call 01827 317700 or email [events@castlehoteltamworth.com](mailto:events@castlehoteltamworth.com)

# Catering

All menu options are inclusive of tea and coffee,  
served on arrival.

## **Something Simple @£8.50pp**

Selection of Fresh Sandwiches  
Freshly Cooked Chips or Seasoned Potato Wedges  
Homemade Blueberry & Chocolate Muffins

## **Pre-Carved Buffet @£15.95pp**

Selection of 3 Carved Meats  
Assortments of 6 Salads  
Various Pates & Cheeses  
Accompanying Crusty Breads & Crackers

All menus are typical of what is required, however other options are available, and we are happy to quote for any alternative arrangements or suit any specific requirements.

# Making a Reservation

## Reservations & Booking Conditions

Firstly, to check available rooms and dates, please call 01827 317700 or email [events@castlehoteltamworth.com](mailto:events@castlehoteltamworth.com), or make an appointment with a member of our team in order to discuss your requirements.

Estimated numbers, suitable dates and times, and special requests are all useful to discuss when making your enquiry.

Once a booking has been made, an appointment is then required to finalise your arrangements and provide the best estimate of numbers.

After this meeting, a fact sheet will be produced detailing what has been agreed.

Final numbers will be required 48 hours prior to your booking. The highest number quoted in the final 48 hours will be charged for.

Any additional guests will be charged to your account, but we cannot guarantee to be able to accommodate extensive additional catering on the day without notice.

Reservations are accepted in good faith. In the event of cancellation, charges will be made. Cancellations within 7 days of the events incurs the room hire charges, and within 48 hours, the full anticipated balance.

Making a booking constitutes your understanding of these booking conditions and cancellation charges.

### Room Hire

£150.00

# Terms & Conditions

Once you have made your booking with us, you must return a copy of these signed terms and conditions in order to confirm your booking; the hotel may also request a non-refundable deposit.

When providing catering for your function we advise you cater for all your guests, final numbers can be amended up to 48hrs prior to the date. Any reductions after this point will not reduce your final bill. We cannot guarantee to accommodate large increases to numbers after this period also.

A final anticipated balance is calculated after your tie up meeting and detailed in your fact sheet. Full payment is required one week prior to the function, unless otherwise agreed in writing.

On the day of your function, a final invoice will be issued, and any outstanding amount should be paid upon departure.

Please note that it is the organiser's responsibility for the charges and that whilst every effort is made to hold prices for each year, we do reserve the right to amend these at any time. A VAT increase is a good example of price changes.

Whilst you and your guests are at The Castle Hotel, we ask that you make every effort to safeguard the fixtures and fittings. Offensive or illegal behaviour may result in individuals or the entire party being asked to leave the premises, with no refunds given. The Castle Hotel cannot accept any responsibility for the loss or damage to any guest's property.

If you cancel your booking at any time, you will forfeit all monies paid. Cancellations must be received in writing and therefore proof of delivery is advised.

If you are forced to cancel for ANY reason, either within or beyond your control, cancellation charges will apply.

Cancellation charges are recovered by a third party and the hotel management have no ability to negotiate the matter further once cancellation has been made.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**The Castle Hotel**  
**Ladybank, Tamworth**  
**Staffordshire**  
**B79 7NB**