



TRINITY HOUSE

2024

Celebrations



Portfolio EC2
promise an event
that is *planned to
perfection*, delivering
a seamless process
and an unforgettable
occasion, from start
to finish.

Working alongside Portfolio Events' existing team, the City Team is led by seasoned event professionals who have a wealth of experience in catering; working within many of the City's historic venues and livery halls, they are well versed in the customs and traditions of the capital.

Portfolio EC2 provide event management and catering services at some of the most renowned venues in the City and its surrounding Home Counties. Whether it be for a corporate conference, a livery dinner, a wedding or celebration, Portfolio EC2's highly trained Chefs offer traditional city cuisine with a modern twist, using only the best seasonal produce and ingredients from local suppliers to create the perfect dishes for your event.

Exemplary food and faultless service are our focus, while we always endeavour to exceed every expectation. We look forward to being of service.

5 great reasons Portfolio EC2 make the perfect caterers

AT TRINITY HOUSE

01.

We champion quality seasonal British food, locally grown and reared where possible, all of our meats carry the red tractor hallmark.

02.

We make most of our food in house, we bake bread, butcher our meat, make our own sausages and burgers and have a dedicated team of pastry chefs making all of our fabulous desserts, pastries and world famous chocolate brownies.

03.

We invest in our people, All of our team are extensively trained in a number of key modules, first aid, allergens, food safety, fire marshall training, licensing and of course customer service

04.

The team at Portfolio Events love working events and have vast and varied hospitality experience. We love putting smiles on faces and will always go that extra mile to impress.

05.

We have recently been working with local food charities making nutritious ready meals for homeless and families in food poverty. For every dinner that we serve to your guests we will make, package and deliver a meal to those that really need it.



Packages

With great attention to detail, we can ensure your event is planned to perfection and that it is a stress-free occasion, from start to finish.

WEDDING BREAKFAST £76.00 per head +VAT

Based on 50-74 guests

75 – 100 guests: £74.00 +VAT per head

101 – 130 guests: £72.00 +VAT per head

Package Includes:

- Free private menu tasting at our Kettering Office
- Menu tasting in our London office occurs an additional charge of £350.00 plus VAT
- Three course classic menu
- Tea/coffee & chocolate brownies
- All catering hire & white or ivory linen
- Front of house team & event supervisor
- Private chef & kitchen brigade



ALL PRICES ARE PLUS VAT

The above costs are based on your adult guest numbers and include all crockery, cutlery, table linen, linen napkin, all waiting and kitchen staff, your catering manager, bread and butter, tea and coffee, a full tasting, transport and delivery. Staff meals (main course only) for photographers, musicians etc. are priced at £20.00 per head.



HOUSE CANAPÉS

- Pork belly, apple puree and crackling
- Chicken, tarragon, grain mustard terrine, chive aioli
- Mini honey & mustard Cumberland sausages
- Bite sized blinis topped with smoked salmon and caviar
- Sweet potato leek and feta frittatas (v)

£13.00 per head + VAT



UPGRADED CANAPÉS

- Duck & Plum Croquettes with Plum sauce
- Chicken Satay Skewers with a Satay Dip
- Chorizo Quail Scotch Eggs
- Smoked Trout and Horseradish on a Tarragon Welsh Cake
- Salmon Tartare with Chilli and Lime
- Mini Paper Cone of Fish and Chips
- Baby Crab Cakes with Lime and Chilli Mayonnaise on China Spoons
- Oxford Blue & Quince Jelly on a Welsh Cake
- Butternut and Thyme Tarte Tatin (DF)
- Spinach and Pine Nut Croquettes

£3.50 per canape + VAT
(more options available on request)

WEDDING BREAKFAST

Based on choosing 1 starter, 1 main course and 1 dessert from the options below. Vegetarian and dietary requirements will be catered for separately.

APPETIZER

Artisan bread rolls with butter

STARTER

- Chicken liver parfait, toasted brioche and red onion marmalade
- Twice baked Ashmore soufflé, butternut veloute (V)
- Heritage tomato and burrata salad, aged balsamic, olive oil crumb (V)
- Twice baked Cromer crab souffle lobster bisque dressing
- Smoked salmon roulade, lemon gel, capers, micro coriander, toasted sour dough
- Smoked ham hock roulade pea and mint puree, tomato chutney, pickled baby vegetables, pumpnickel toast

MAIN COURSE

- Pan fried chicken supreme with roasted new potato, samphire, baby onions, broad beans, pancetta, crème fraiche
- Feather blade beef, truffled potato mousseline, glazed carrots, broccoli floret, port jus
- Lamb neck and wild garlic wellington, crushed new potatoes, asparagus and red wine Jus
- Pan roasted guinea fowl, celeriac dauphinois, nolly prat jus, wilted chard and spinach

- Pork belly, black pudding potato cake, parsnip and spiced apple puree, baby apple, perfect crackling
- Pan-fried seabass fillets & chorizo, roasted red pepper & onion confit, lentils & grains, baby potatoes, pea purée

VEGETARIAN MAINS

- Roasted Mediterranean vegetable wellington (V)
- Gnocchi, green pea and mint puree, spring vegetables, broad beans and vegan feta crumb (VE)
- Roasted butternut squash risotto, sun dried tomatoes, green olives, pumpkin seeds, award winning Sussex Charmer (V)
- Feta, spinach and pine nut filo parcels, tomato concasse (V)

DESSERT

- Sticky toffee pudding, rum & raisin ice cream, brandy snap
- Sicilian lemon posset, homemade shortbread, berry compote, crushed meringue
- Portfolio's deconstructed Eton Mess
- Orange infused chocolate and Cointreau torte with an orange sorbet
- Canterbury tart, glazed apples, lemon sorbet, apple gel, lemon curd
- Cookies and cream cheesecake
- Summer fruit and Pimm's pudding, clotted cream
- Fresh tea and coffee with Portfolio's famous chocolate brownies

ALL PRICES ARE PLUS VAT

CHILDREN 2 COURSE (3-12 YEARS)

A two course meal, including main course and dessert. This can be a smaller version of your chosen menu or something more child friendly from the following. 2 years and under are free of charge.

MAIN COURSE

Plain lean pork sausages (80% pork, locally sourced), low salt mash and Heinz baked beans

Fish goujons, potato wedges and peas

Roasted vegetable tomato pasta

Roasted chicken breast, low salt mash and chicken gravy

DESSERT

Chocolate brownie and ice cream

Fresh strawberries jelly and ice cream

£26.00 +VAT per head



UPGRADE OPTIONS

STARTERS SUPPLEMENT

£3.50 +VAT per head

(V) Pear, walnut and stilton tart tatin

Scallops, chorizo, cauliflower puree, chorizo oil

Trio of smoked fish with lemon dressing

Sharing platters –Serrano ham with melon and figs, herb crusted salami, Iberico chorizo, sun blush tomatoes, stuffed olives, torn buffalo mozzarella with fresh basil, tzaziki, salsa and houmous

DESSERTS SUPPLEMENT

£4.00 +VAT per head

Strawberry and white chocolate cheesecake, strawberry sorbet, marinated strawberries, basil oil

Tiramisu with kirsch cherries and amoretti biscuits

Chocolate Fondant with Devon Clotted Cream and Pistachio Ice Cream

Trio of chocolate: profiterole Bianco, chocolate torte brownie

Assiette of summer, Eton mess, lemon posset, Pimms pudding

MAIN COURSE SUPPLEMENTS

Rump of lamb, fondant potato, caramelised cauliflower puree, salsa verde

£6.00 +VAT per head

Medallion of venison, celeriac fondant, red cabbage puree, venison boudin, crispy kale

£6.00 +VAT per head

Beef fillet, Truffled potato mousseline, king oyster mushroom, cavolo nero, baby onions, treacle reduction

£6.00 +VAT per head

ADDITIONAL SUPPLEMENTS

Offer your guests a choice of dishes prior to the day

£5.00 +VAT per head



ALL PRICES ARE PLUS VAT



SHARING PLATTERS

To each table, served on large wooden boards for guests to help themselves. Please select one meat and one vegetarian option. Vegetarian will be plated separately and served directly to your vegetarian guests.

SHARING PLATTERS MAIN COURSE

Supplement £5.00 +VAT per head

Harissa chicken roasted with olives, lemons, whole garlic cloves, herbs and homemade tzatziki

Roast rib of beef with a garlic and herb crust

Honey grain mustard and lemon glazed ham

Filo tart with butternut squash, spinach and walnuts (V)

(Vegan) Roasted pepper filo tartlet with balsamic marinated red onions, topped with grilled goats cheese and thyme (V)

Beetroot, goats cheese, red onion and thyme tarte fine (V)

'HOST A ROAST'

Choose between sirloin of beef, leg of pork, roast chicken Roasted leg of lamb studded with rosemary and garlic, roasted fennel



EXAMPLE SALADS

Full menu available on request

Greek tomato salad cherry tomatoes, black olives, feta cheese and basil

Sticky chilli carrots crumbled goats cheese, pomegranate seeds

Roasted cauliflower cumin, coriander and spring onions

Baby spinach, fresh garden peas and feta cheese salad with a simple mint dressing

Potatoes with spring onions and chives in a light mayonnaise dressing

Baby new potatoes served hot with butter

Olive oil roasted new potatoes with sea salt, cracked black pepper and rosemary



EVENING FOOD

BACON BUTTIES OR SAUSAGE BAPS

£9.00 +VAT per head

Served with bottles of ketchup and brown sauce

HOT PORK ROLLS

£10.50 +VAT per head

Served with apple sauce and crackling

CHEESE & CHARCUTERIE BOARD

£12.00 +VAT per head

Mixed cheeses, cured cold meats, fresh crudities with a selection of dips, selection of biscuits, homemade chutneys, fresh breads, and butter

FISH & CHIPS

£12.50 +VAT per head

Served with ketchup and tartar sauce

SAVOURY & SWEET CREPES

£13.50 +VAT per head

Savoury crepes served with Smoked ham and/or mature cheddar, Roasted Mediterranean vegetables

Sweet crepes served with Lemon juice & sugar, Sliced bananas or berry compote, Nutella

'PIMP MY CHILLI'

£13.50 +VAT per head

Beef chilli, vegetable chilli

Grated cheese, guacamole, salsa, soured cream, rice, Nachos

EVENING BUFFET BBQ

£21.00 +VAT per head

Homemade beef burgers

Pork, apple, and herb sausages

Chicken skewers marinated in lime and fresh herbs

Kebabs of grilled halloumi, cherry tomatoes and shallots marinated in balsamic vinegar (v)

Salad kebabs

Baby new potatoes with butter

Homemade country coleslaw

Baskets of breads to include hotdog rolls and burger buns



ALL PRICES ARE PLUS VAT

Only applicable when booked in conjunction with your wedding breakfast.

THE DRINKS

To take away the hassle, we are able to supply one of our drinks packages to include reception drinks, wine during the meal and the toast drink. These are fully inclusive, therefore include the glassware, service, chilling and disposal of the bottles.

CHAMPAGNE RECEPTION

£40.00 per head +VAT

House wine, jugs of iced water during dinner, Champagne toast with the speeches

PROSECCO RECEPTION

£25.00 per head +VAT

House wine, jugs of iced water during dinner, Prosecco toast with the speeches

'PROSECCO COCKTAIL' RECEPTION

£28.00 per head +VAT

House wine, jugs of iced water during dinner, Prosecco toast with the speeches

PIMMS RECEPTION

£25.00 per head +VAT

House wine, jugs of iced water during dinner, Prosecco toast with the speeches

We'd be delighted to put together bespoke packages should you have your own ideas.

Reception drinks are based on but not restricted to 2 drinks per head and assume a maximum reception period of 1.5 hours.

Soft drinks of Orange juice and Elderflower presse are included.

Table wine is based on half a bottle of wine per head and is based on PE house wines, wine will NOT run out during the wedding breakfast.

PROVIDE YOUR OWN

If you would like to supply all the drinks for during the day – reception drinks, wine during the meal and the toast drink, we would happily serve these for you.

Service charge @ £10.00 per head + VAT

This cost includes – 1 glass during reception, 2 wine glasses or 1 wine glass and 1 water glass per setting, 1 flute for toast, drinks set-up, trays, ice, staff for service and water bottles (to be filled from a water source you supply). We will also chill all of your drinks and be responsible for the disposal of empty bottles

THE BAR

Portfolio Events can operate your bar for you if required, we provide a comprehensive range of drinks at reasonable prices (bar tariff available on request) and friendly staff to ensure the evening runs smoothly.

The bar can operate as a cash bar with your guests paying for their own drinks or you may wish to run a "tab" for all or part of the evening.

There is no charge for operating the bar however we will require a minimum bar spend of £1150* If we do not take this, we ask you to make up the difference.

*Dependant on number of guests, timings and requirements.

ALL PRICES ARE PLUS VAT



SERVICE, FURNITURE, LINEN & DESIGN

CHEFS, MANAGEMENT & STAFFING

Our Special Events Manager will take full responsibility for your event ensuring every detail is arranged and coordinated exactly as you want it. Throughout the event our staff are there to provide attentive, discreet and smiling service to ensure your event is the very best.

FURNITURE

All furniture (chairs, round and long tables) required for your event will be provided by Trinity House.

TABLE LINEN

The table linen (white or ivory) needed for your event is included in the menu price.

TERMS OF PAYMENT

A deposit of 25% of the Quotation is payable by the client on confirmation of the Booking, the balance of the Quotation is payable by the Client 4 weeks prior to the date of the function or at written confirmation of the Booking if less than four weeks prior to the date of the function. If the Client fails to pay the deposit on or before the date requested, Portfolio Events shall be entitled to cancel the Booking and charge the Client in accordance with Clause 9. The initial deposit is a non refundable deposit.

MEALS FOR HALL STAFF, ETC.

If you require us to provide meals for any staff or entertainers, we can provide either: The same meal as the guests at £4.00 less than the menu price Sandwiches and light refreshments at £8.50 per person

ENHANCEMENT AND DESIGN

We are able to hire in speciality equipment to enhance the look and design of your event. This may include the hire of speciality glassware, unusual china, lighting and production, patterned or textured table linen, floral arrangements, or display bars.

TERMS AND CONDITIONS

We draw your attention to the full terms and conditions detailed on the back of this estimate under which we to provide catering services.

TERMS & CONDITIONS

1. Definitions. In these Terms and Conditions:- 'Portfolio Events' means Portfolio Events; 'the Client' means the person, firm or company making the Booking, and 'the booking' means the function specified in the Quotation in regard to which Portfolio Events is providing certain goods and/or services; 'the Quotation' means Portfolio Events' aggregate quotation of price for each element of the booking as set out in the quote letter provided to the Client based on the estimated number of persons who will be attending the booking; 'Terms and Conditions' means the terms and conditions set out in this document and includes any special terms and conditions agreed in writing between the Client and Portfolio Events.

2. Quotations. Quotations are valid for 14 days from the date of the Quotation given to the Client, unless withdrawn by written notice by Portfolio Events prior to the Client's acceptance of it in writing.

3. Confirmations. No booking shall be deemed to be accepted by Portfolio Events unless and until deposit is paid by the Clients. The Client's written confirmation of the booking will confirm acceptance both of the Quotation and of these Terms and Conditions at the same time.

4. Numbers. All prices quoted are for a specific number of guests, and any changes in numbers will affect the overall price contained in the Quotation (which may be amended from time to time by Portfolio Events to reflect any such changes.) Confirmation of final numbers must be given at least ten working days prior to the date of the event, or by such earlier date as Portfolio Events may specify in the Quotation. If the number of persons who attend is more than the number notified, the Client will be charged for each such additional guest at the price per head previously agreed through the Quotation.

5. Variations. The price or contents of menus, decorations or any other items that Portfolio Events supply are subject to market availability. Any alteration in price or content will be notified to the Client as soon as possible and at the latest five working days before the event. Portfolio Events cannot be held responsible for any variations or alterations and has the right to increase the price of the booking to reflect any increase to it in the cost of performing the Booking which is beyond Portfolio Events' control.

6. Deposits. A deposit of 25% of the Quotation is payable by the client on confirmation of the Booking, the balance of the Quotation is payable by the Client 4 weeks prior to the date of the function or at written confirmation of the Booking if less than four weeks prior to the date of the function. If the Client fails to pay the deposit on or before the date requested, Portfolio Events shall be entitled to cancel the Booking and charge the Client in accordance with Clause 9. The initial deposit is a non-refundable deposit.

7. Timings. Should a functions proposed timings be exceeded by 30 minutes staff costs will be charged at a rate of £9 per hour per member of staff or part thereof. If the delay affects the kitchen then staff costs will be charged at a rate of £18 per hour per chef or part thereof.

8. VAT. VAT is chargeable on all elements of the quotation at the standard rate.

9. Cancellation. If a booking is cancelled after it has been confirmed by the Client, the Client will be liable for any loss (including loss of profit), costs (including the costs of all labour and materials used), charges and expenses incurred by Portfolio Events as a result of cancellation. Portfolio Events may, at its option, assess those costs on the basis of Schedule 1.

10. Instructions. The Client shall be responsible to Portfolio Events for ensuring the accuracy of the terms of any order submitted by the Client and for giving Portfolio Events any necessary information relating to the Booking within sufficient time to enable Portfolio Events to perform the Quotation in accordance with its terms.

11. Food. Portfolio Events cannot be held responsible for the safety of any food supplied directly by the Client or by any other third party.

12. Property. Portfolio Events shall not be held liable for loss, theft or damage to any of the Client's or the Client's guests' property whilst in custody of Portfolio Events or during the function generally.

13. Loss or Damage. The Client is wholly responsible for all equipment supplied by Portfolio Events in accordance with the Booking from the time of delivery to the Client or the function until it is collected. The Client should in his/her own interest make sure equipment is insured and Portfolio Events may call for evidence of such insurance from time to time. Risk of any damage to or loss of the equipment shall pass to the Client on delivery and any breakage, loss or damage, however caused, will be charged to the client at the full replacement cost.

14. Client's responsibility. The Client will be responsible for and will indemnify Portfolio Events fully against all claims, costs, loss, damage or liability arising due to any act, neglect or default of the Client or of any person for whom the Client is responsible, including but not limited to the persons the Client has invited to the function.

15. The Client to be responsible for provision of fresh running water and drainage, sufficient power, and suitable fire extinguishing equipment

16. Force Majeure. No liability is accepted for failure of performance due to strike, lockout, accidents, fire, floods, ice, obstruction or other such events beyond the control of Portfolio Events.

17. Limitation of liability. No liability is accepted for loss, damage or consequential loss caused by Portfolio Events' failure to perform its obligations (whether that failure is due to negligence on the part of Portfolio Events, its officers, employees or sub-contractors or due to other causes).

18. Death or personal liability. Nothing in these Terms and Conditions shall operate to limit Portfolio Events for death or any personal injury caused by its negligence.

19. Consequential losses etc. Portfolio Events shall not be liable to the Client by reason of any representation, (unless fraudulent), or any implied warranty, condition or other term, or any common law duty, or under the express terms of contract for any indirect, special or consequential loss or damage (whether for loss of profit or otherwise), costs, expenses or other claims for compensation whatsoever (and whether caused by the negligence of Portfolio Events, its employees or agents or otherwise) which arise out of or in connection with the Booking.

20. Waiver. No waiver by Portfolio Events of any breach of the contract by the Client shall be considered as a waiver of any subsequent breach of the same or any other provision.

21. Severance. If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected thereby.

22. Law of the contract. The contract which incorporates these Terms and Conditions shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

Schedule 1: Cancellation

In the event of the cancellation of a party, the following percentage of the sales value will be charged to the Client:

Food & Event Costs
Cancellation within 7 days - 100% of quoted cost
Cancellation within 28 days - 50% quoted cost

Hired Equipment
Cancellation within 7 days - 100% of quoted cost
Cancellation within 28 days - 50% quoted cost

Staff
Cancellation within 7 days - 50% of quoted cost

Wines, Spirits & Beers specially purchased
Cancellation within 7 days - 100% of quoted cost

Specialists in *the art of events* & catering.



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