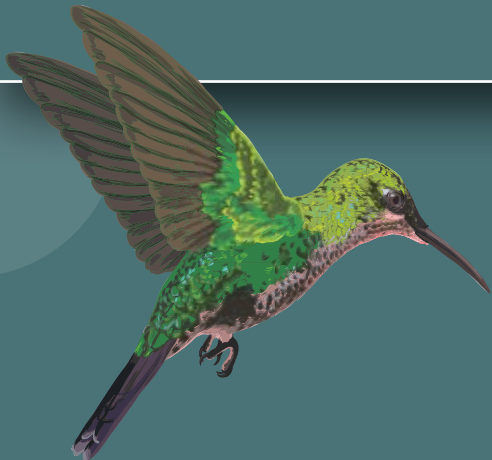




JUST  
INSPIRE

# CONFERENCES AND MEETINGS IN STYLE

**THE RIVERSIDE GLASSHOUSE, JEPHSON GARDENS**  
NEWBOLD TERRACE, ROYAL LEAMINGTON SPA, WARWICKSHIRE, CV32 4AA



# TRULY INSPIRED

## WELCOME TO JUST-INSPIRE

*Thank you for considering us to play a key part in your conference*

In 2009 Steven Holland founded his business with the motto '1st impressions' and today this ethos is still reflected throughout all aspects of our business, from our first conversation with you to waving you goodbye at the close of the event. JUST INSPIRE are immensely proud to operate truly inspired events at truly inspired venues, creating truly inspired experiences for all.

## TRUSTED BY THE BEST TO BE THE BEST

With 25 years' experience developed across the UK and Europe, the team at JUST INSPIRE have earned their reputation as leaders in the catering, events and hospitality sector. JUST INSPIRE, and the team within, have worked with people like Heston Blumenthal and the Roux family, and businesses like Smart Hospitality, DNC at Wembley Stadium, The Millennium Experience at The Principality Stadium and The Jockey Club at Cheltenham Racecourse.

Our versatile approach to events and hospitality in conjunction with our extensive network of people ensures that we can successfully manage events of any size, anywhere. INSPIRED EVENTS bring together all of our expertise in the events industry. Our inspired team are on hand to plan your event with you and look forward to working hard to ensure your day is a total success. We've worked with the best in the business, so whatever type of event you are planning, you can be confident of our performance on that most important day.

## EXCELLENCE BREEDS EXCELLENCE

When you choose JUST INSPIRE for your catering requirements you also choose outstanding food for your event. Offering the highest levels of kitchen skills and unparalleled reliability, we are more confident in our food offer than ever. We bring to the table ingredients worth searching for and responsibly source the best quality produce for your guests to savour, whilst offering the absolute best in culinary and visual spectacle.

We don't just create exceptional food, we create unforgettable experiences. From planning to plate we will transform your dream into a superbly executed event. Rest assured that our kitchen, bars and service teams will run like clockwork.







All dietary requirements can be catered for provided they are pre-booked  
If you would like to know about any of the allergens in our food and drink please speak to a member of the team  
Prices are exclusive of VAT and subject to change

# HOW WE WORK



- ◆ Make an enquiry to our friendly events team via our website.
- ◆ Come and see our beautiful venue and walk the space with us. We will discuss how you can make it your own whatever the occasion.
- ◆ If you love the venue, secure your chosen date with a venue hire deposit.
- ◆ Let us look after you every step of the way to plan and deliver an unforgettable day.
- ◆ Our full terms and conditions can be found toward the end of this brochure.
- ◆ **Choose your event package:**  
We know that every event is unique so we offer many other options depending on what you and your guests like to eat.

*Thank you so much for considering  
our venues and we really  
look forward to working with you.*





# VENUE HIRE



## THE RIVERSIDE GLASSHOUSE

*Stunning venue in the heart of the park*

**Product launches | AGMS | Conferences | Meetings | Business anniversaries | Graduations**

If you are looking to impress your guests, then the Riverside Glasshouse is a stunning location for your next event. From product launches and conferences to AGMS and business anniversaries, our team is here to ensure that your event runs smoothly, and all your guests have an engaging day. Our venue is a spacious blank canvas with views of the River Leam on one side, the garden fountains on another and the tropical Temperate House on the third. We also have a sizable outside area which is perfect for enjoying well-earned breaks. The Riverside Glasshouse is connected to the beautiful Temperate House by floor to ceiling bi-fold doors, which when opened, make a stunning location for drinks and canapé receptions after a hard days work. It's a truly sensory experience.

## DELEGATE PACKAGES & PRICING

**Access from 8am, exit by 6pm. Guests from 9am-5pm  
Tuesdays / Wednesdays / Thursdays all year round**

Venue Hire of The Riverside Glasshouse (9am – 5pm)	£1500.00
Additional hours	£150.00
<b>Add on your delegate package from the below</b>	
Delegate package with Simple working lunch	£14.50 pp
Delegate package with sharing anti-pasti boards lunch	£19.95 pp
Delegate package with finger food lunch	£21.95 pp
Delegate package with street food experience	£35.00 pp

### **All delegate packages include:**

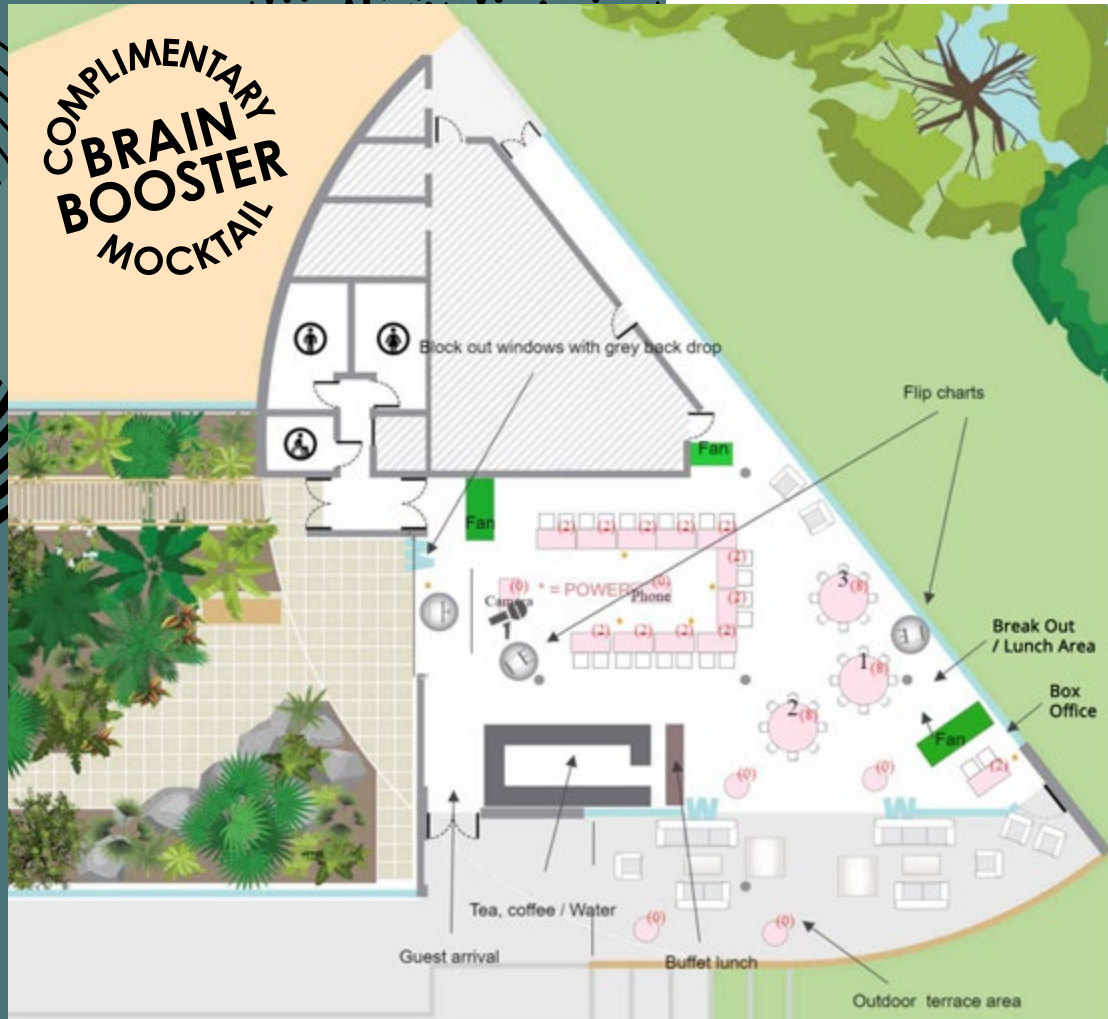
- ◆ Exclusive use of The Riverside Glasshouse
- ◆ Complimentary hydration station
- ◆ Choice of room layouts (number dependant)
- ◆ Use of in-house PA system and two roaming microphones for presentations / speeches
- ◆ Window white board for brain storming sessions (large paper & pens)
- ◆ Dedicated Event Manager
- ◆ Friendly staff to serve
- ◆ Fast broadband, 400 mb per second
- ◆ Two car park spaces for event organisers (Access is via Newbold Terrace by the Clock Tower)

# U SHAPE



## NICE DAY OUTSIDE?

Lunch bags and blankets are available so why not enjoy your lunch in the park



## U SHAPE

When you want the formal feel of a boardroom but need the flexibility to invite people to meetings virtually, geographical location doesn't matter with the U-Shape layout. This set up enables you to invite people from across the globe to join your meeting and everyone can see everyone like they are right there in the room.

The space offers separate break out areas, a smaller box office for private meetings or as a base for organisers plus a relaxed place for lunch.

We make sure there is plenty of power for delegate laptops, mobile phones and all other IT equipment.



### MAXIMUM CAPACITY

24 delegates

### LUNCH MENUS AVAILABLE

Working lunch  
Finger food lunch  
Anti-pasti sharing boards

All day free flowing filter coffee and tea, mid-morning and afternoon refreshments are included when you order any of our lunch menus



# CIRCLE OF TRUTH

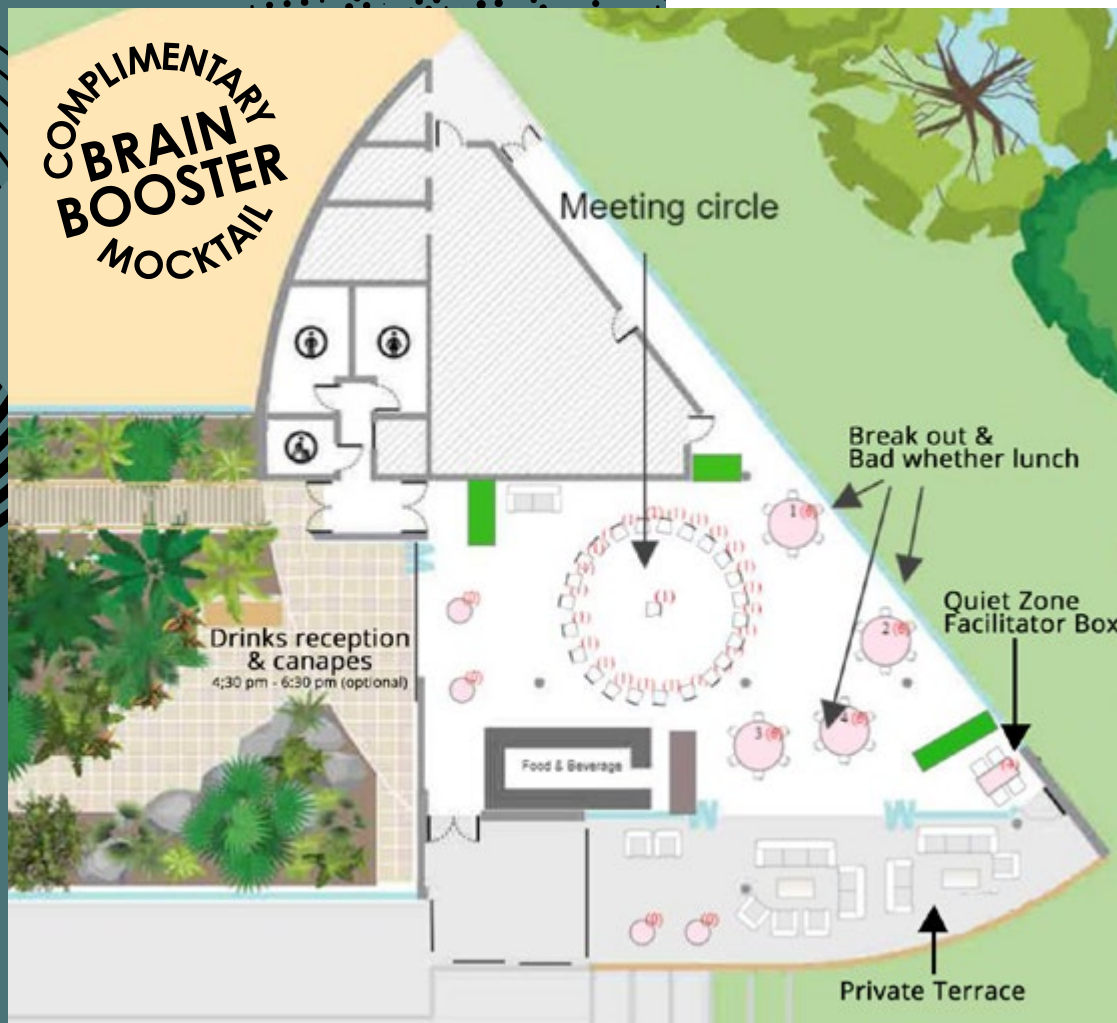


## NICE DAY OUTSIDE?

Lunch bags and blankets are available so why not enjoy your lunch in the park

## CIRCLE OF TRUTH

This layout is perfect for group work when wanting to change cultures, brainstorm and encourage joined up thinking. The less formal setting means delegates feel more relaxed and can enjoy the environment.



### MAXIMUM CAPACITY

30 delegates

### LUNCH MENUS AVAILABLE

Working lunch  
Finger food lunch  
Anti-pasti sharing boards

All day free flowing filter coffee and tea, mid-morning and afternoon refreshments are included when you order any of our lunch menus

# BOARD-ROOM



## NICE DAY OUTSIDE?

Lunch bags and blankets are available so why not enjoy your lunch in the park



## BOARDROOM

This layout is perfect for bringing senior management teams together in one room. It provides a formal setting for forward thinking, strategising, planning and evaluation for your business. Roll out change together at board level so that everyone in your business is on the same page.



## FEELING FANCY?

[Check out our formal dining option here](#)

### MAXIMUM CAPACITY

40 delegates

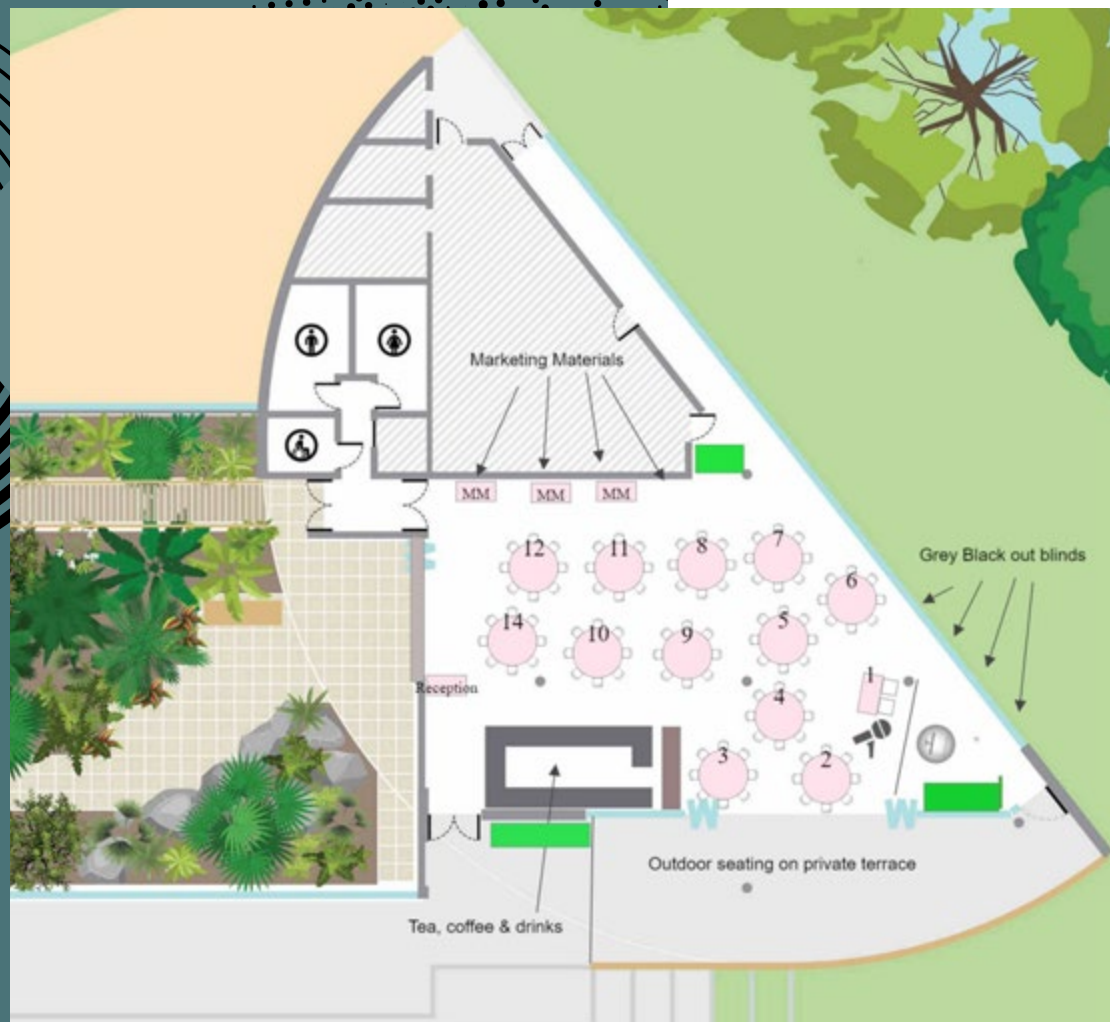
### LUNCH MENUS AVAILABLE

Working lunch  
Finger food lunch  
Anti-pasti sharing boards

All day free flowing filter coffee and tea, mid-morning and afternoon refreshments are included when you order any of our lunch menus



# CABARET



## CABARET

Cabaret layout is ideal when presenting information to large groups of people. Delegates can follow along and make notes while taking in the visuals on the screen. No need to worry about people being able to hear at the back of the room, we've got you covered with our roaming microphones and in-house PA system.



### MAXIMUM CAPACITY

80 delegates

### LUNCH MENUS AVAILABLE

Working lunch  
Finger food lunch  
Anti-pasti sharing boards  
Street Food Experience

All day free flowing filter coffee and tea, mid-morning and afternoon refreshments are included when you order any of our lunch menus

# THEATRE STYLE

## THEATRE STYLE

This layout offers the best use of the space when you have up to 120 delegates. Clear lines of sight to the presenter and surround sound audio make this set up perfect for graduation or award ceremonies, lectures and seminars.



**MAXIMUM CAPACITY**  
120 delegates

**LUNCH MENUS AVAILABLE**  
Finger food lunch  
Street Food Experience

All day free flowing filter coffee and tea,  
mid-morning and afternoon refreshments are included  
when you order any of our lunch menus



# CHOOSE YOUR LUNCH



Enjoy your Working  
Lunch in the park



## SIMPLE WORKING LUNCH

*Served on boards to the table or why not take this out into the park with one of our blankets and eat as a picnic lunch*

A selection of sub rolls and wraps, hand cooked crisps & whole fruit

## SHARING ANTIPASTI BOARDS

*Served with artisan breads, focaccia, breadsticks, toasted sourdough and placed around the room for people to graze on during break*

### **Vegetarian Board**

Chargrilled asparagus, courgettes and butternut squash with roasted peppers, heritage tomatoes and basil

Houmous, red slaw, sun-blushed tomatoes and olives

### **Meat & Fish Board**

Home cured gravadlax, garlic prawns and crayfish tails

A selection of serrano ham, chorizo and salchichón (Spanish salami)

Red slaw and tomato chutney

## FINGER FOOD LUNCH

*Served from a central station*

A selection of handmade sub rolls and wraps

Homemade Glasshouse sausage rolls

Vegan Emapanadas (small pasties) (VE)

Sticky Asian chicken wings

Vegetable samosas with sweet chill dipping sauce (VE)

Leek and cheddar tartlets (V)

## STREET FOOD EXPERIENCE

*Circulated to guests as they roam*

Mini-Cotswold sausages & mash with onion gravy

Massaman curry (VE)

Chef Russell's own recipe mac 'n' cheese (V)

Healthy Chopped Salad

Apple, broccoli, baby gem, fennel, olives, sesame seeds & crisp onions with a miso dressing

**All lunch menus cater for vegetarians & vegans.**

**We can cater for most other dietary needs provided they are booked in advance.**

All dietary requirements can be catered for provided they are pre-booked  
If you would like to know about any of the allergens in our food and drink please speak to a member of the team  
Prices are exclusive of VAT and subject to change

# AUDIO VISUAL

## AUDIO VISUAL OPTIONS:

Coloured Uplighters	FOC
Clicker	FOC
Professional PA system	FOC

### Why not ask us to organise the following:

AV Technician 1/2 day	£150.00
AV Technician Full day	£275.00
8 x 8 Screen & Projector set	£300.00
Lecturn	£75.00

## UPGRADES:

Hire of Temperate House for use as a breakout or reception space	£300.00 per day
Hire of The Royal Pump Rooms for ceremonies or exhibitions	£200.00 per hour
Drinks Reception <i>Treat your delegates to a post-meeting chilled glass of Prosecco or ice-cold beer</i>	£6.00 pp
A selection of Canapés (min 30 guests) <i>Something to nibble after a long day with your drinks reception</i>	£19.00 pp
Signature Cocktail Masterclass (max 35 guests) <i>An interactive and fun way to network after your meeting</i>	£17.50 pp
Botanical Gin Experience	£9.50 pp
Mini Desserts Station	£9.50 pp
Ice cream pots from the Just Inspire Ice cream bike <i>Always fun after lunch!</i>	£2.50 pp





# MENU CANAPÉ RECEPTION



***Please choose 4 canapés from the below:***

***Minimum 30 guests***

## **DELICATE**

Crayfish tails in BBQ cucumber

Goat's cheese and compressed watermelon

Skewer of king prawn marinated in sweet chilli wrapped in mange tout

Parma ham, mozzarella and sun-blushed tomato croûte

Smoked salmon and cream cheese blinis

Roasted beetroot bruschetta (VE)

Cucumber, celery and tomato gazpacho shot (VE)

## **WHOLESOME**

Beef and horseradish tartlet

Montgomery cheddar and leek tartlet (V)

Chicken liver parfait with onion confit and a rosemary croûte

Creamed woodland mushroom tart (V)

Cherry tomato and mozzarella brochette (V)

Roasted pepper and onion tart with fresh Parmesan (V)

## **WARM**

Honey and mustard glazed mini Gloucestershire pork sausages

Individual shepherd's pie

Mini barbecue sausage with onion confit

Mini Welsh rarebit (V)

Mushroom and roasted pepper arancini balls (V)

Vegan rainbow spring rolls (VE)



# COCKTAIL MASTERCLASS



## **Signature Cocktail Masterclass**

**£17.50 per person. Maximum of 35 guests**  
***An interactive and fun way to network after your meeting***

### **BASIL BLOOM**

Gin, Basil, fresh lemon juice, sugar syrup, elderflower cordial, orange bitters and tonic. And the finishing touch, a long orange twist.

### **LILAC LEMON MARTINI**

Vodka, fresh lemon juice and lavender syrup. Served with a lemon twist and edible flowers.

### **RHUBARB DAIQUIRI**

White rum, rhubarb, rosemary and fresh lemon juice. Garnished with a lemon wheel and fresh sprig of rosemary.

### **VIRGIN MOJITO**

Apple juice, soda, lime and brown sugar. Garnished with fresh mint leaves.



# WINE LIST SPARKLING & CHAMPAGNE



## 1. Favola Prosecco Extra Dry, Italy (VE)

Fresh and fruity with a touch of sweetness on the finish.

ABV 11.5%

BOTTLE **£27.50**

GOES WELL WITH: Enjoy as an aperitif

## 2. Cava Marrugat Millesime Brut Nature, Spain (CONTAINS FISH)

A wonderfully elegant fully dry sparkling wine. This wine has spent 48 months on the lees so has a very fine mousse.

ABV 11.5%

BOTTLE **£30.00**

GOES WELL WITH: Drink on it's own or with mussels or cheeses

## 3. Champagne Bernard Remy Brut Carte Blanche (VE)

A well made Champagne which is a Pinot Noir dominant cuvée with good structure and fruit

ABV 12%

BOTTLE **£40.00**

GOES WELL WITH: Asian cuisine

## 4. Champagne Bollinger Special Cuvée (CONTAINS FISH)

A full flavoured classic Champagne which uses oak to ferment its base wines so they have a roundness, spiciness and creamy texture.

ABV 12%

BOTTLE **£60.00**

GOES WELL WITH: Best on its own or try with fish and chips.

## 5. Champagne Louis Roederer Collection

This Champagne has notes of white fruit, citrus zest and acacia blossom, which are followed by a light touch of roasted hazelnuts. An exceptionally approachable Champagne.

ABV 12%

BOTTLE **£65.00**

GOES WELL WITH: Good friends and celebrations!

## 6. Champagne Laurent Perrier Cuvée Rosé (VE)

Made from 100% Pinot Noir grapes, this is clean and wonderfully fresh with a supple palate and a lingering finish.

An absolute classic!

ABV 12%

BOTTLE **£75.00**

GOES WELL WITH: Best enjoyed in the summer sunshine.

### We are excited to be launching our long-awaited wine list!

Continuing in all things new, we have had a major revamp of our pricing, continuing and improving on the fantastic quality wines we bring you but now at a fraction of their previous price. When everything around us seems to be increasing in price, we thought we'd bring that little luxury down!

# WINE LIST

## WHITE WINE



### 7. Casa Santiago Sauvignon Blanc, Chile (VE)

From a top twenty family owned winery in Chile, this wine has some green apple acidity balanced by good fruit and a nice clean finish.

ABV 13%

BOTTLE £20.00

GOES WELL WITH: Enjoy on its own or with seafood.

### 8. Foundstone Unoaked Chardonnay, Australia (MILK)

Vibrant peach flavours are complemented by creamy tones, all underpinned by a refreshing line of acidity creating a long, zesty finish.

ABV 13.5%

BOTTLE £22.00

GOES WELL WITH: Grilled fish or chicken salad.

### 9. Tournée du Sud Picpoul de Pinet, France (VE)

Attractive weight with a good balance of zesty acidity and minerality, as well as a touch of saltiness on the finish.

ABV 12%

BOTTLE £23.00

GOES WELL WITH: Perfect as an aperitif or with shellfish.

### 10. Circle of Life White, South Africa (VE)

A delicious blend of Sauvignon Blanc with Chenin Blanc and Semillon. This organic and biodynamic wine has intense flavours and great balance.

ABV 14%

BOTTLE £24.00

GOES WELL WITH: Sashimi of Tuna, smoked potato gnocchi or red snapper.

### 11. Gavi di Gavi Nuovo Quadro, Italy (VE)

A textural single vineyard Gavi made from the Cortese grape in the Piedmont region of northern Italy.

ABV 12.5%

BOTTLE £25.00

GOES WELL WITH: Serve chilled as an aperitif or with seafood and fish dishes.

### 12. Pazo Rosqueira Albarino, Rias Baixas, Spain (CONTAINS FISH)

Put simply, one of the best whites with fish. From the top producing area, it has great minerality but with good weight in the mouth.

ABV 12.5%

BOTTLE £26.00

GOES WELL WITH: Really fresh fish and seafood.

### 13. Saint Véran, Domaine Botti, Burgundy (VE)

From the Maconnais which is the value end of Burgundy, this white is rounded and soft with a clean yet creamy finish.

ABV 13%

BOTTLE £27.00

GOES WELL WITH: Quiche, pan-fried trout or veal scallops in a buttery sauce.

### 14. Sancerre Terres Blanches, Domaine Roblin, Loire Valley, France (VE)

Classic Sancerre with ripe citrus and pear fruit, pithy grapefruit notes and an appealing stony edge to the long finish.

ABV 13%

BOTTLE £31.00

GOES WELL WITH: Goats cheese, fish and vegetables.



# WINE LIST

## RED WINE



### 15. Casa Santiago Merlot, Chile (VE)

An easy drinking Merlot which matches with lots of different dishes. It is plummy and rounded with just enough grip.  
ABV 13% BOTTLE **£20.00** GOES WELL WITH: Pasta, cured meats and roast pork.

### 16. Foundstone Shiraz, Australia (VE)

The generous palate offers rich black fruits complemented by notes of coffee, vanilla and caramel through to a long, rich and satisfying finish.  
ABV 14% BOTTLE **£22.00** GOES WELL WITH: Steak or hearty winter stew.

### 17. Quara Estate Malbec, Salta, Argentina (V)

From the northern part of Argentina where the vineyards are at high altitude allowing the fruit to ripen slowly and retain aromatic qualities.  
ABV 12.5% BOTTLE **£23.00** GOES WELL WITH: Steak or slow cooked lamb shoulder.

### 18. Ontañon Ecologico Rioja, Spain (VE)

A modern style or Rioja made with ripe organic fruit. It has been oakaged for 5 months in French and American oak.  
ABV 14% BOTTLE **£24.00** GOES WELL WITH: Roast chicken and pork, or grilled salmon.

### 19. Avegiano Montepulciano d'Abruzzo, Cantina Bove, Italy (VE)

Deliciously fruity and smooth with good chunky fruit.  
ABV 13% BOTTLE **£25.00** GOES WELL WITH: Grilled lamb chops, hearty stews and game dishes.

### 20. Château Fayau, Bordeaux, France (VE)

Delicate aromas of crunchy blackcurrant lead to a rounded palate, with supple tannins and pleasant aromatic freshness. Fantastically modern and versatile Bordeaux.  
ABV 13.5% BOTTLE **£26.00** GOES WELL WITH: Roasted red meats, steaks and grilled meat dishes.

### 21. Cairanne La Côte Sauvage, Rhône (VE)

Rich, intense and drenched in dark fruits. This wine is full flavoured and smooth with supple tannins.  
ABV 14.5% BOTTLE **£27.00** MAKE IT A MAGNUM **£55.00**  
GOES WELL WITH: Red meat dishes and rich stews

### 22. Marques de Pluma Crianza, Ribera del Duero, Spain (CONTAINS FISH)

From an area of Spain which produces top quality wines, this has a structured palate with bright fruit and delicious savoury notes.  
ABV 12.5% BOTTLE **£31.00** GOES WELL WITH: Red meat, game dishes and hard cheeses.



# WINE LIST

## ROSÉ & DESSERT



### ROSÉ WINE

**23. Casa Santiago Rosé, Chile (VE)**

A fruity rosé with a refreshing dry finish.

ABV 13%

BOTTLE **£20.00**

GOES WELL WITH: Great on its own or as an aperitif but works well with lighter pasta dishes, salade Niçoise, paella, grilled chicken, fish or lamb with herbs.

**24. Château de l'Aumerade Rosé, Cotes de Provence Cru Classes, France (VE)**

An elegant dry rosé from one of the best estates in Provence. Serve chilled as an elegant apéritif

ABV 12.5%

BOTTLE **£26.00**

GOES WELL WITH: Mediterranean or lightly spiced Asian cuisine; sushi, exotic fusion.

### DESSERT WINE

**25. Muscat de Beaumes de Venise Cuvée Les Trois Fonts, Domaine de Coyeux (VE)**

A rich and luscious dessert wine from France.

ABV 15%

BOTTLE **£29.00**

GOES WELL WITH: Fruit desserts and Creme Brulée.

**26. Quady Elysium Black Muscat, California (CONTAINS MILK)**

A wonderful dessert wine with a rich berry flavour and an aroma of rose petals.

ABV 15.5%

HALF BOTTLE **£30.00**

GOES WELL WITH: Chocolate desserts.

**27. Castelnau de Suduiraut, Sauternes (V)**

Classic Sauternes with honeyed sweetness and touches of beeswax.

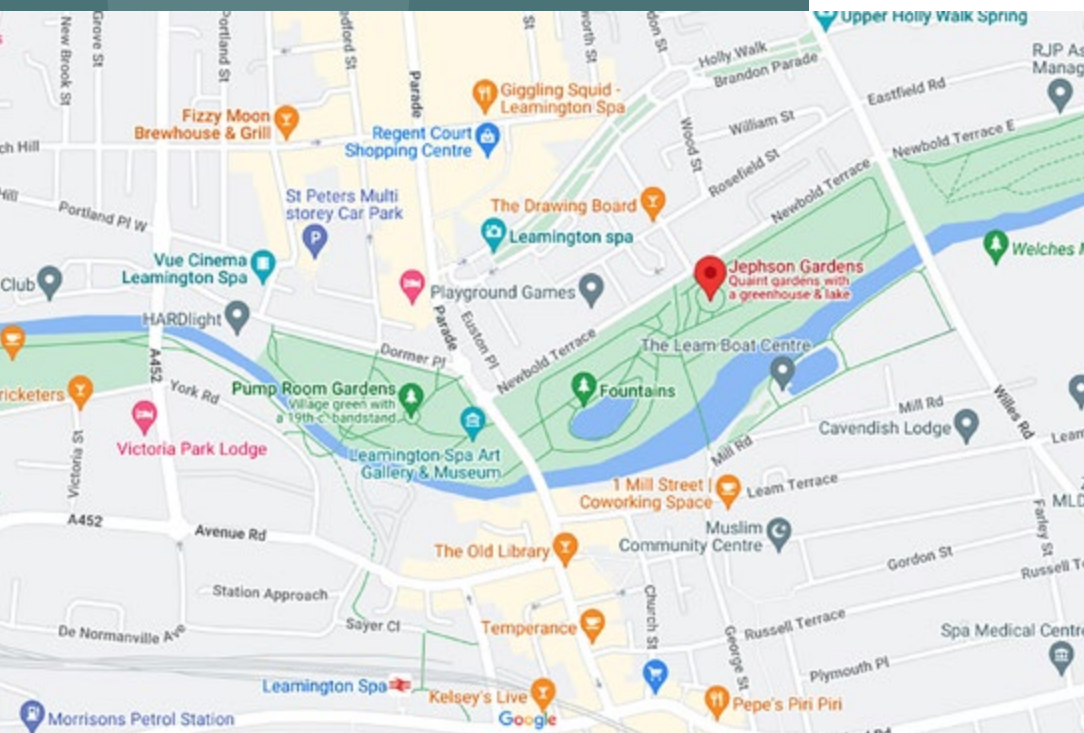
ABV 13.5%

HALF BOTTLE **£35.00**

GOES WELL WITH: Richer fruit desserts including dried fruit puddings.



# USEFUL INFORMATION



## Are you familiar with Leamington Spa?

Do you know the local area of Royal Leamington Spa & Warwick, if not then please find a **drone tour** that we have found to introduce you to our amazing town and surrounding area. You will be able to see the Jephson Gardens, some local hotels and places to visit when you are here. We have great hotels just a stone's throw away and all of the amenities you would expect to find in a town centre location within walking distance.

### HOW TO FIND US

Royal Leamington Spa is a lovely South Warwickshire town located in the heart of England conveniently situated near several major transport links. The Riverside Glasshouse and adjoining Temperate House sits inside Jephson Gardens, with the nearest park entrance to the venue on Newbold Terrace, located just opposite the Royal Spa Centre.

### BY ROAD

Royal Leamington Spa is only 5 miles from junctions 13 and 14 of the M40, 4 miles from the A46 and 11 miles from the M45. The town is also easily found from the North via the M6 (J4a), just follow the signs.

### PARKING

You will find a number of car parks within the town centre providing over 1,700 spaces. Nearby paid parking is available on Newbold Terrace for short stays and St Peter's multistorey car park is only a short walk away for longer stays. There is also some free on street parking available in the locality, just a short walk across the river bridge behind the venue. There are approximately 23 electric car charging points in and around Leamington Spa. To find your nearest please visit:

[www.carwow.co.uk/](http://www.carwow.co.uk/)  
**electric-cars/charging-points**

### BY TRAIN

We are a short walk from Royal Leamington Spa railway station situated on Old Warwick Road which provides direct rail links to the surrounding towns and beyond.  
Coventry – 11 minutes  
Banbury – 17 minutes  
Birmingham International – 21 minutes  
Birmingham – 25 minutes  
London Marylebone - 1 hour and 15 min

### BY BUS

Regular bus services also run multiple routes to and from the bus station in the town centre to the surrounding areas, as well as to Warwick and Coventry.

### BY COACH

The most convenient drop off/pick up point for Jephson Gardens is Newbold Terrace.

### NEARBY PLACES TO STAY

#### **The Angel Hotel (6 mins walk)**

143 Regent Street, Leamington Spa  
CV32 4NZ

[www.angelhotelleamington.co.uk/](http://www.angelhotelleamington.co.uk/)  
Tel: 01926 881 296

There is limited car parking at the hotel (£5 per night). On street parking is also available free of charge from 6pm to 8am.

#### **Premier Inn Hotel (5 mins walk)**

154-156 Parade,  
Leamington Spa CV32 4BQ  
Hotels in Leamington Spa | Premier Inn

# THINGS TO DO LOCALLY



## **JEPHSON GARDENS**

These charming Victorian gardens are located right in the heart of Royal Leamington Spa and are definitely worth a visit. One of the prettiest places in Leamington Spa and situated beside the river Leam, these gardens offer the perfect place for a gentle stroll. At a leisurely pace, you can walk around the whole garden in around half an hour taking in the scenery and watching the wildlife. There is a beautiful fountain and clock tower and an array of flowerbeds, tropical plants and trees. Explore the Sensory Garden situated inside Jephson Gardens which has been created and cared for by Warwick District Council's Green Spaces team. Here you will find berries to pick, colourful plants and insect hotels housing precious pollinating insects.

## **THE GLASSHOUSE**

Press pause on the outside world and take a wander around this tranquil temperate plant house. Listen to the sound of the trickling waterfall and marvel at the range of beautiful tropical and temperate plants including banana, pink powder puff and bird of paradise.

## **THE ROYAL PUMP ROOMS AND GARDENS**

Located at the Southern end of

The Parade, this iconic 19th century grade II listed building originally built as a bath house, is a must see if you enjoy soaking up a bit of history and culture. Browse one of the many interesting exhibitions at the Royal Pump Rooms Art Gallery and Museum followed by coffee and cake in the adjoining café.

Designated as Grade II on the English Heritage Register of Parks and Gardens of Special Historic Interest in England, the Pump Rooms Gardens are around 5.5 acres in size and feature a traditional bandstand and original footpath. The gardens are also home to festivals and funfairs throughout the year.

## **EXPLORING ON FOOT**

The guide, 'A Walk Around Royal Leamington Spa' by The Leamington Society, offers all sorts of interesting facts and information about the town. Take a ramble and discover all there is to know about the local area. Copies available to purchase at the Visitor Information Centre.

Follow the **Elephant Trail** to see the sights of Sam Lockhart, world famous elephant trainer or take a geological trail around the centre of Leamington and appreciate the fascinating stonework used in the town's architecture.





# THINGS TO DO LOCALLY



Cross Mill Bridge and Wier and enjoy the view! This little blue footbridge gives you a great vantage point to take in scenes of the River Leam, Jephson Gardens and All Saints' Church.

Walk to Warwick and visit the castle and historic town. The 3-mile walk takes you along two rivers with lots of sites to see along the way.

## **OUTDOOR ACTIVITIES**

Row, row, row your boat... on the River Leam! Hire a rowing boat or canoe for the Leam Boat Centre and take in Leamington Spa from the water.

The official home of Bowls England - Victoria Park Bowling Complex is usually open from late April to September, the venue hosts many international matches for men and women with amateur players welcome to try their hand at bowls on non-match days.

## **THE ROYAL SPA CENTRE**

Prepare to be entertained! Watch a fabulous show at the Royal Spa Centre. There is so much choice from comedians to community shows and pantomimes at Christmas.

## **ENJOYING THE ARTS**

Enjoy a production at the Loft Theatre, one of the UK's leading independent theatres. See what's on Loft Theatre Company. For something a bit more casual visit Vue Cinema and choose from all the latest films, popcorn at the ready! If live music is your thing, check out the live music scene and Entertainment Venues for inspiration.

## **EATING OUT**

There are lots of pubs, restaurants and bars in Leamington Spa, offering all types of cuisine. Whether it be Italian, Japanese, Indian or British Gasto Pub you'll be sure to find something that tickles your taste buds!

## **SHOPPING AND RELAXATION**

Leamington truly is the home of the spa, why not treat yourself to some R & R at one of the many award-winning salons.

Visiting the unique selection of shops and boutiques is an absolute must, there is all sorts of treasure to be found sold by friendly shop keepers throughout the town.



# PEOPLE WE LIKE WORKING WITH



## DISCO & ENTERTAINMENT SPECIALISTS

### KEVIN WICKES

kevin@quasardiscos.co.uk

www.quasardiscos.co.uk

## FLOWERS

### REGENCY FLOWERS

info@regency-flowers.co.uk

www.regency-flowers.co.uk

### SARAH HORNE FLORIST

orders@sarahhornebotanicals.com

www.sarahhornebotanicals.com

## PHOTOGRAPHY & FILM

### AMARA GRACE

amaragracedweddings@gmail.com  
07577855775 or 07894908028

www.amaragrace.co.uk

### LIGHT & LACE PHOTOGRAPHY

info@lightandlacephotography.co.uk

www.lightandlacephotography.co.uk

### RIVERSIDE WEDDING FILMS

Call Jason Langdell on 07967 965 268 or 01926 717913

## LIVE BAND

### THE PEAKY BLINDERS

Call George Driscoll on 07575888131

## AUDIO VISUAL PROFESSIONAL SOUND & LIGHT

### PETE SMITH

sales@psldist.com

www.psldist.com





# INSPIRED EVENTS



## HERE'S WHAT YOU CAN EXPECT

Inspired menu design

Dedicated event planner

The best produce from our inspired suppliers

Inspired management team both front and back of house

Contemporary design cutlery, crockery and glassware

Tables and chairs for dining

Complete set up, service and clear up

*An event to remember*

For more information and to discuss your event please contact  
the Just-Inspire events team on:

**01926 935051**

**bookings@just-inspire.com**

**www.just-inspire.com**



**#riversideglasshouseevents**

# OUR TERMS

## IMPORTANT NOTICE:

No booking will be accepted without receipt of these signed Terms and Conditions. The success of your function is important to us. In order to ensure the best communication with our clients, we ask you to review our terms. If any questions are left unanswered, or if you have any questions whatsoever, please feel free to contact us.

## DEFINITIONS:

All references to T R G means "The Riverside Glasshouse", Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA. All references to Just Inspire refer to Just Inspire Limited Hospitality & Event Management a trading name of Holt Solutions Ltd, registered office: Hobbs Hole Cottage, Yarningale Common, Warwick, Warwickshire, CV35 8HS. Registered in England. Registered number: 4202743.

All references to the Hirer is reference to either the person making the booking or the Company on whose behalf the booking is made. The Hirer is, therefore, responsible for the payment of all charges incurred.

## CATERING CONDITIONS:

1.1 Please note our prices are prepared based on the specific numbers you have indicated will be attending your event. In the event of the final number going above the guaranteed number an additional charge based on the per head cost will be applied. In the event of the final number falling below the number indicated no refund will be available and the price as stated in the contract will be charged.

1.2 Bar and wine prices are correct at the date of printing but such items are subject to alteration without notice.

1.3 Additional requests (not included in this contract) i.e. extra guests, drinks or food items must be made no later than 14 working days prior to the function.

1.4 In the event the Hirer has chosen drinks on consumption – minimum spend amount will be charged a minimum of 7 working days prior to the event: £10 + VAT pp for small amounts of drinks required £20 + VAT pp for large amounts of drinks required (i.e. with dinners or receptions This deposit will be allocated against drinks consumption post-event.

## CONFIRMATION AND PAYMENT:

2.1 To confirm your booking and secure the venue for your chosen date, a deposit invoice for the venue hire will be issued and is payable within 7 days. This deposit payment should be returned with a signed copy of these Terms & Conditions within 7 days of the date of the deposit invoice. The deposit is non-refundable. All payments should be made to Holt Solutions Ltd T/A Just Inspire refer to Just Inspire Hospitality & Event Management, The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA.

2.2 Then 6 months prior to the event, an invoice for 50% of remaining balance will be issued and is payable within 7 days. Further to this, a final balance invoice for the remaining monies will be sent out 30 days prior to the event and must be paid within 7 days of the invoice date.

2.3 Prices quoted do not include agency commission unless stated otherwise and agency commission will only be paid to approved accredited agencies to Just Inspire Hospitality & Event Management (application forms supplied on request). Agents must check they are approved by Just Inspire Hospitality & Event Management before the event date otherwise no commissions will be paid. Clients signing the contract direct must ensure agents have submitted necessary documents.

2.4 In the event of changes to the terms of the booking, which results in an additional charge payable, then the additional payment must be received in cleared funds at least 7 days prior to the function. The function is liable to be cancelled otherwise. The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA

2.5 Cheque payments must be received a minimum of 30 working days before the event date. No cheque payments will be accepted past the 30 day period. There will be a £200 + VAT admin fee charge made for every cheque that is not cleared by the Hirer's bank for any reason. If any payment is not received in accordance with the above, or funds are not cleared for any reason prior to the function, then the booking may be canceled. Payment with a corporate credit card will incur a 4% (of the invoice) handling charge.

2.6 In accordance with the Late Payment of Commercial Debts (Interest) Act we will charge a set rate of interest of 8% above Royal Bank of Scotland base rate from the due date until payment is made.

2.7 For bookings made within 6 weeks or less of the event then upon confirmation an invoice for 100% payment will be issued and must be returned together with a signed copy of this Event Operations Order and Terms & Conditions and accompanying documents within 7 days of the date of the invoice date or immediately for booking less than 7 days in advance of the event. The event is liable to be canceled in the event all payments (cleared funds) are not received prior to the event date.

2.8 Should the event continue beyond or start prior to the contracted time JI reserves the right to charge the Hirer for each additional hour at £50.00 per hour during weekdays or £150 per hour during weekends.

2.9 For both individuals and companies: The approximate number of guests must be supplied at time of booking and a guaranteed number of guests are required at least 14 clear working days before the function. Please note: no changes to the number of guests is allowed after 14 days prior to the function date without consent from JI Management.

## CANCELLATION OF BOOKING:

3.1 If you cancel your event, you will be subject to cancellation fees as set out below. Up to 28 days before the function: 50% of contracted amount Less than 28 days prior to the function: 100% of total Account (including venue hire deposit)

## SEVERANCE CLAUSE:

4.1 In the event of any one or more of the provisions of this agreement being determined to be invalid or unenforceable to any extent, the validity, legality or enforceability of the remaining provisions, shall not in any way be affected or impaired thereby.

## FOOD ALLERGIES:

5.1 Wherever possible we will try to accommodate those guests who have allergies to different foods. The onus is on the hirer and their guests to ensure that the food that they are consuming is safe in connection with their particular needs. Allergen data will be provided on request.

5.2 Details of all guests with food allergies must be provide no later than 14 days before the event.

## INSURANCE:

6.1 We hold employer's liability insurance to the value of £10,000,000. We hold products and public liability insurance to the value of £10,000,000. Copies of these certificates are available on request.

## FORCE MAJEURE:

7.1 Holt Solutions Ltd T/A Just Inspire will not be liable for any loss due to any circumstances which include, but not exclusively, breakdown of machinery, failure of supply of electricity or other utilities, leakage of water, fire, flood, explosion, strike or labour dispute, external road or building works, Government restrictions, Force Majeure, act of terrorism or any circumstances outside the control of Just Inspire Limited which may cause the event to be interrupted or cancelled.

# OUR TERMS

## **LIMITATION OF LIABILITY AND COMPLAINTS:**

8.1 No liability is accepted for loss, damage or consequential loss, except to the extent required by law caused by failure to perform its obligations (whether that failure is due to negligence on the part of JI, its officers, employees or sub-contractors or due to other causes), but nothing herein shall exclude JI's obligation to pay compensation for death or personal injury as required by law. Any complaint must be received by JI in writing not more than 5 working days following the event to: Just Inspire, The Riverside Glasshouse, Jephson Gardens, Newbold Terrace, Royal Leamington Spa, CV32 4AA

## **EVENT OPERATIONS ORDER:**

The agreed venue hire fee includes the hire of The Riverside Glasshouse & if agreed The Temperate House / Studio for the times specified. The venue provides 5ft round tables and accompanying chairs to a maximum of 13 tables and 120 chairs in Jephsons Riverside Glasshouse. A charge will be made for any requirement in excess of these numbers. Access to the Temperate House when hiring The Riverside Glasshouses is an additional charge – this may be included in your quotation but it will state if this is included. The Riverside Glasshouse has an in-house caterer Just Inspire, who will be used for all events. JI Management reserves the right to refuse admission to or expel any individual behaving inappropriately on the premises.

## **HIRER'S RESPONSIBILITY:**

- 9.1 The Hirer shall indemnify JI against any loss, damage, claim or expense in respect of:
- a) All sub-contractors engaged by the Hirer to carry out work in connection with the said event;
  - b) Injury to persons except where caused by JI or its employees or agents;
  - c) Damage to The Riverside Glasshouse, Temperate House or Studio or any of the property within it;
  - d) Damage to or loss or theft of any property of the Hirer or any other person arising from or in connection with the hiring of or contents or as a result of any act or omission of the Hirer or its employees or agents.
  - e) The Hirer is expected to obtain all appropriate insurance that falls outside of the insurance referred to in Clause 6.
  - f) No sticky tape or pins and nails are to be used on the wall surfaces. No helium balloons, real candles or flame can be used in either venue. Smoke bombs and confetti cannons are not permitted

9.2 In the event the Hirer instructs a sub-contractor, then it is the Hirer's responsibility to ensure that full details are provided to JI and that a work permit is obtained from JI to enable the sub-contractor to service the event. If permission from JI is not received (we would recommend that this be obtained at least 6 weeks in prior to the event) then JI reserves the right to refuse to allow the said sub-contractor to service the event.

9.3 The Hirer shall ensure that all staff and additional sub-contractors are fully conversant with the requirements and restrictions of the premises license under the terms of the Licensing Act 2003 granted by the Corporation of London to JI and any other licences obtained by the Hirer in relation to the event.

9.4 The Hirer and his sub-contractors shall ensure that The Riverside Glasshouse, Temperate House or Studio is left in a clean and tidy condition, free from equipment, rubbish and litter of any kind. The Hirer shall be responsible for reimbursing JI for any additional costs of cleaning the venue, in the event the above is not complied with. All debris, inflammable or non-flammable in The Riverside Glasshouse, Temperate House or Studio must be removed at the end of the function.

9.5 The Hirer shall be responsible for ensuring the orderly conduct of guests during the event and in full compliance with the directives and requirements of The Riverside Glasshouse, Temperate House or Studio and at time of exit.

9.10 For events where there are public attending or have ticketed sales and alcoholic drinks are being served, we require security to be booked (SIA standard). If security is not provided for the event then the venue has the right to not allow the event to take place.

9.11 For events that are open to the general public or have ticketed sales the organiser must provide public liability certificate for minimum £10 million and a relevant risk assessment.

## **CONTRACTORS AND EQUIPMENT:**

10.1 JI operates an accredited suppliers list of sub-contractors that we recommend and any other suppliers will need to be approved by JI prior to the event taking place.

10.2 The Hirer must comply with and ensure that they, their employees and sub-contractors comply with the provisions of the Health and Safety at Work Act 1974 and Food Safety legislation and all regulations made under it. The Hirer and all sub-contractors will be responsible for evidencing supporting documentation including copies of risk assessments, method statements and public & employee liability insurance relevant to the event.

10.3 For any event involving approved external catering, the client will need to pay a refundable deposit of £500. This will be held against any caterer leaving RP&J in a damaged and unclean state. A full refund will be made after the event within 21 working days. (Please note this is not something we offer currently)

**VALUE ADDED TAX:** 11.1 All prices quoted are subject to Value Added Tax at the current rate unless marked inclusive.

**GOVERNING LAW:** 12.1 This contract shall be governed by and construed in accordance with the laws of England and shall be subject to the jurisdiction of the English Courts.

**DATA PROTECTION:** 13.1 JI reserves the right to use details of all functions including menus and photographs in promotional material except where expressly asked not to by the client. We will use your contact details solely to contact you regarding your order. We will not use this personal information to send you any marketing material nor will we provide your details to any third party. We will manage your data in accordance with our privacy policy and which sets out your rights in relation to our processing of your personal data.

**I hereby accept the above terms.**

**Signed:**

**Date:**

**Print:**

