



Brochure

New for Autumn 2020 Team Re-Building Package

Ideal for home based teams who want to re-connect in a safe and central London location. With outdoor space, delicious catering and socially distanced, clean meeting rooms, let us take care of the details, whilst you enjoy collaborating with your colleagues.

Included in the price:

- Full day meeting room hire (based on 9am – 5pm)
- Tea, coffee and biscuits on arrival
- Mid-morning serving of tea, coffee and biscuits
- Individually packaged and healthy lunch from our caterers, Eden
- Afternoon tea, coffee and biscuits
- Use of laptop with Microsoft Teams and Zoom capabilities
- Polycom phone/speakers and Clickshare
- Minimum 50" LCD smart screen or HD projector
- Flipchart and pens
- Strong wi-fi connection
- Individually wrapped face mask and bottle of water
- Use of our relaxing rooftop terrace
- COVID secure venue with thorough and regular cleaning

£65 per person

Optional Extras:

- Street food style hot boxed lunch - £5pp
- Post-meeting drinks £10pp (based on two pre-packaged alcoholic drinks)
- Additional screens or laptops £50 each

Minimum group size 10. Maximum groups of 30. Price inclusive of VAT.
Packages must be booked by 23rd December 2020 and
events to be held by 31st March 2021.

Contact us today for more details and to make your booking.

Room hire and capacities

Lower ground floor	Day rate		Evening rate		
	9am-5pm	Inc. VAT	6pm-10pm	Inc. VAT	Room Capacity
Windsor Room 1	£230.00	£276.00	£195.00	£234.00	6
Windsor Room 2	£230.00	£276.00	£195.00	£234.00	5
Windsor Suite	£460.00	£552.00	£250.00	£300.00	11
Gilwell Room	£325.00	£390.00	£210.00	£252.00	5
Brownsea Room	£325.00	£390.00	£210.00	£252.00	5
Gilwell and Brownsea Suite	£545.00	£654.00	£295.00	£354.00	10
The Study	£185.00	£222.00	£185.00	£222.00	2
Hawkhurst Room 1	£520.00	£624.00	£270.00	£324.00	11
Hawkhurst Room 2	£295.00	£354.00	£195.00	£234.00	5
Hawkhurst Room 3	£295.00	£354.00	£195.00	£234.00	5
Hawkhurst Suite (1-3)	£625.00	£750.00	£520.00	£624.00	24
Hawkhurst Suite (1-2)	£600.00	£720.00	£415.00	£498.00	18
Hawkhurst Suite (2-3)	£545.00	£654.00	£295.00	£354.00	12
Yolbury Room	£295.00	£354.00	£195.00	£234.00	5
Downe Room	£295.00	£354.00	£195.00	£234.00	5
Yolbury Downe Suite	£460.00	£552.00	£260.00	£312.00	12

Ground floor	Day rate		Evening rate		
	9am-5pm	Inc. VAT	6pm-10pm	Inc. VAT	Room Capacity
Assembly Hall	£1,300.00	£1,560.00	£1,300.00	£1,560.00	30

Second floor	Day rate		Evening rate		Room Capacity
	9am-5pm	Inc. VAT	6pm-10pm	Inc. VAT	
Charles Williams Room	£325.00	£390.00	£210.00	£252.00	6
Falcon Room	£325.00	£390.00	£210.00	£252.00	6
Eagle Room	£325.00	£390.00	£210.00	£252.00	6
Kestrel Room	£325.00	£390.00	£210.00	£252.00	6
Kingfisher Room	£325.00	£390.00	£210.00	£252.00	4
Eagle and Kestrel Suite	£545.00	£654.00	£295.00	£354.00	12
Charles Williams and Falcon Suite	£545.00	£654.00	£295.00	£354.00	12
Kenya Room	£270.00	£324.00	£140.00	£168.00	2
Rooftop Garden	£465.00	£558.00	£465.00	£558.00	50

Prices valid from 7th September 2020. VAT is charged on all rooms at 20%.
 Maximum meeting size is 30 under Government guidelines.

Catering Options

We have been working closely with our exclusive caterers, Eden, to ensure we continue to deliver fresh, sustainable and delicious food, whilst keeping your event and guests safe. We've amended our options to deliver guests safely prepared and individually packaged food for convenience and peace of mind. So whatever you and your guests would like to eat or drink, we are confident we can fulfil your requirements in a safe way. The lunch platters we use are made from naturally-fallen palm leaves and are biodegradable, making them an eco-friendly option for events.

Refreshments

Tea, coffee at your appointed time available for £3.15 per person per guest.

Tea, coffee and biscuits at your appointed time available for £3.75 per person per guest.

Tea, coffee, Danish pastries and croissants for your morning arrival available from £6.00 per guest.

Lunches

The Sandwich Lunch with a selection of meat, fish and vegetarian options available as well as cake and fruit. This lunch can be ordered for £10.00 per guest.

The Mixed Working Lunch buffet includes a selection of meat, fish and vegetarian finger foods and sandwiches as well as cakes and fruit. This option can be ordered for £15.00 per guest.

The Finger Buffet Lunch includes a selection of meat, fish and vegetarian finger foods and sandwiches as well as cakes and fruit. This option can be ordered for £18.00

The Salad Box Lunch with several delicious options. Ideal for any specific dietary requirements. This lunch can be ordered for £15.00 per guest.

The Hot Boxed Lunch is ideal for those colder days with a range of vegan and vegetarian options. Minimum of six to be ordered, can be different choices. This option starts at £7.00 per guest. Please ask us for our full menu.

All lunches come with bottled Belu water and orange juice.

Menus are available upon request. Most dietary requirements can be catered for. Please let us know when placing your order.

Special Events and Fine Dining

Prices are based on menu selection and the number of guests attending. Please ask a member of our team for a bespoke quotation for your event.

Please note delivery charges will be incurred on Saturday and Sunday deliveries. Minimum spend of both days. Please note we require 72 hours' notice to place new catering orders. All prices listed are including VAT.