



# Civil Service Club

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## **Your Guide To Our:**

**Meeting Facilities**

**Conferences**

**Buffets**

**Private Lunches/Dinners**

**Weddings**

**Weekend Events**



# Civil Service Club

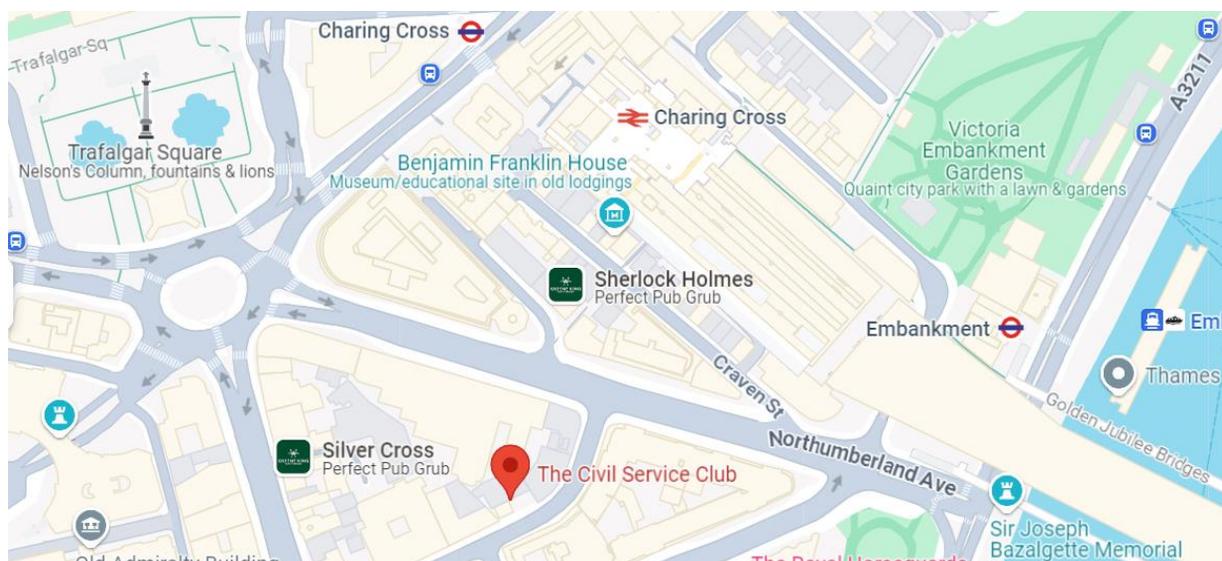
The Civil Service Club is a private members' club located in the heart of London, conveniently situated between Whitehall and Northumberland Avenue. Our club offers a range of amenities to ensure a comfortable and enjoyable experience for our members and their guests.

Our facilities include a dining room, two well - stocked bars, overnight accommodation, and lounge areas. Whether you are looking to dine, socialize or relax, we offer a warm and inviting environment to meet your needs.

Additionally, we specialize in hosting private functions, such as luncheons, dinners, weddings, retirements, and social gatherings. Our elegantly appointed function rooms offer versatile spaces suitable for a range of events, from intimate gatherings to larger celebrations. We also accommodate conferences, seminars, meetings, and AGMs with professionalism and attention to detail.

The Civil Service Club is open seven days a week, with only a few days closed around Christmas. Our central location makes us easily accessible from Embankment Tube Station or Charing Cross Tube & Mainline Trains.

If you are interested in holding an event at our club or would like to arrange a visit to view our facilities, please do not hesitate to contact our Functions Office at 0207 9304 881 or email [functions@civilserviceclub.org.uk](mailto:functions@civilserviceclub.org.uk).





# Civil Service Club

## Meeting/Function Rooms Available For Hire:

### **The Dining Room: 1st floor**

Our dining room is the ideal setting for variety of occasions, including meetings, functions and weddings. It comfortably accommodates up to 70 people in theatre - style set up. For more relaxed affairs such as finger buffets or receptions, our space can host a maximum of 100 guests. For sit-down meal the maximum capacity is 65 people. Additionally, there is an adjacent fully stocked bar available for use during meetings/functions.

### **The Milner Barry Room: 1st floor**

Can accommodate up to 10 people boardroom style, for lunch/dinner or 20 people for a Finger Buffet/Reception.

### **The Edward Bridges Room: 2nd floor mezzanine**

A comfortable room able to accommodate up to 16 people in boardroom style or 30 people for a Finger Buffet/Reception.

### **The Elizabethan Room: 2nd floor**

A large, spacious room with air conditioning which can accommodate up to 24 people boardroom style and up to 50 people for a Finger Buffet/Reception.

### **The Trafalgar Room: 2nd floor**

A light and airy room with air conditioning to the front of the Club, which can accommodate up to 24 people boardroom style, 40 people theatre style or 50 people for a Finger Buffet/Reception.



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## Room Hire For Meetings

**The Dining Room** is also available at £550, 9am – 4pm or 5.30pm onwards.  
Free room hire with a minimum spend of £1000(plus 10% service charge).

**The Milner Barry Room:** £160 Half Day, £200 Full Day

**The Edward Bridges Room:** £180 Half Day, £220 Full Day

**The Elizabethan Room:** £210 Half Day, £270 Full Day

**The Trafalgar Room:** £210 Half Day, £270 Full Day

## Equipment & Sundries

Flipchart & Pens £20.00

Digital Projector £65.00

TV Screen including cables £30.00

Wireless Internet access available free of charge

Tea, filter coffee, biscuits £3.00 per person

Tea, filter coffee, mints £3.00 per person

Fruit juice £4.00 per 1 litre Jug

Wine corkage £9.00

Champagne corkage £12.00

Port corkage £13.00

Spirit corkage £20.00

*(Please note there is a 10% service charge added to the final bill)*



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**Day Delegate Rate**  
**£45.00 per person**

Meeting room hire: 9am – 5pm

50% room hire second room

Unlimited complimentary Wi-Fi access for all delegates

Arrival Tea, filter coffee and biscuits

4 items Finger Buffet Lunch or Sandwich Buffet

Tea, filter coffee and a selection of biscuits

Carafes of water throughout day

Data projector, presentation screen and a flip chart

*All prices include VAT*

*The rate is for a 7-hour session or any portion thereof, with a minimum attendance requirement of 8 people.*



# Civil Service Club

## Terms and Conditions

### **Amendments & Cancellation**

- Catering, services and number of attendees must be confirmed at least 72 hours prior the event date. The Club will charge for confirmed numbers in the case of subsequent reductions.
- Cancellation of Functions and/or Meetings within 3 working days of a confirmed booking for room hire and/or catering services (excluding beverages) will incur a 50% cancellation fee.
- The Club retains the right to change the assigned room for a booking without prior notice.

### **Confirmation of Services/Guest Lists**

- The number of attendees, beverage selections, food choices, and any additional services must be confirmed 3 days prior to the booking date to ensure adequate preparation.
- A list of attendees must be provided by the person making the booking at least 48 hours prior to the event.
- Failure to provide a guest list may result in individuals being denied entry to the building.

### **Payment**

- All invoices are subject to a 10% service charge.
- Prices quoted include VAT at a rate of 20%.
- The Club reserves the right to pass on any increases in VAT.
- Payment must be settled in full within 28 days from the event date.

### **Room Hire**

- The room hire fee covers the designated room for the specified duration agreed upon in the booking.
- Any extension of the room hire duration beyond the agreed-upon time may incur additional charges.
- The client is liable for any damages caused to the room or its contents during the hire period.
- The Club reserves the right to refuse or terminate room hire in the event of inappropriate behaviour or breach of club rules.
- No outside food is permitted on the premises.

*Please ensure compliance with these terms and conditions to facilitate a smooth and enjoyable event experience at the Civil Service Club.*