

THE CIVIL SERVICE CLUB

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YOUR GUIDE TO OUR: MEETING FACILITIES BUFFETS LUNCHESES PRIVATE DINING

All bookings must be made by a member and a member must be in attendance. Any serving civil servant or government department membership can be arranged on booking. A list of attendees must be provided by the member making the booking at least 48 hours prior to the event.

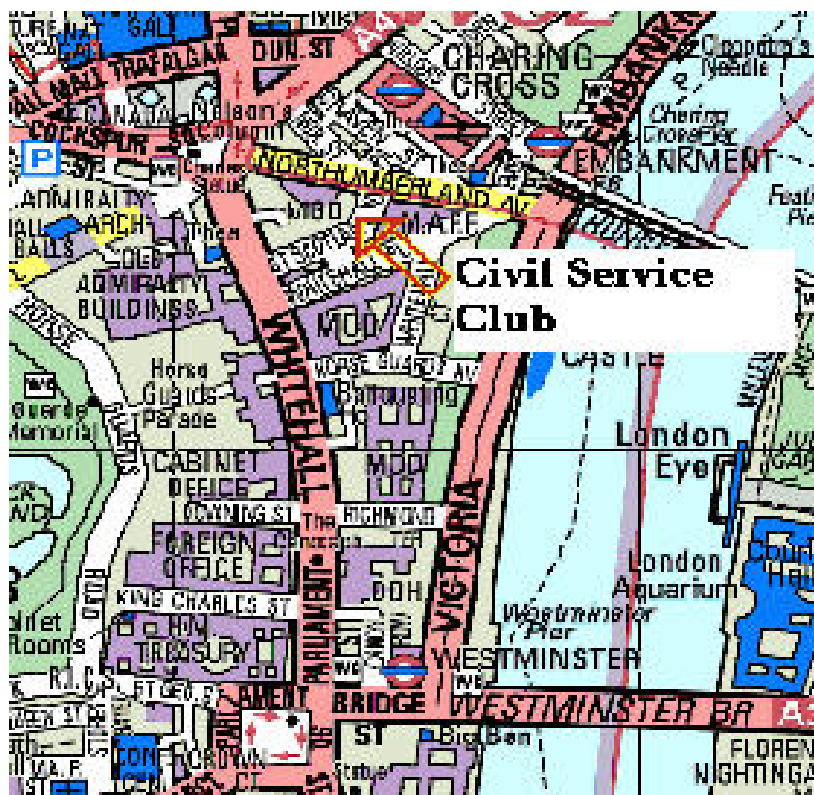
Introduction

The Civil Service Club is a Private Members' Club located in the heart of London within easy reach from Embankment Tube Station or Charing Cross Tube & Mainline Trains.

The Club has a main ground floor bar area, a first floor dining room to seat up to 80 persons , 6 multi-purpose function rooms available for hire to hold anything from meetings to stand up receptions, parties and private dining.

The Club has a variety of equipment available in-house for meetings - please ask for further details.

If you are interested in holding an event here at the Club or would like to arrange a visit to view any of the facilities available please contact the Functions Office on 020-7930 4881 or email office@civilserviceclub.org.uk



<http://maps.google.co.uk/maps?f=q&hl=en&q=sw1a+2hj&ie=UTF8&z=16&ll=51.506706,-0.124143&spn=0.004995,0.021286&om=1>

MEETING ROOMS

The Club has a number of rooms available for hire.

The Elizabethan Room: 2nd floor

A large, spacious room with air conditioning which can accommodate up to 22 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, 35 people theatre style or 50 people for a Finger Buffet / Reception.

The Edward Bridges Room: 2nd floor mezzanine

A comfortable room able to accommodate up to 14 people around a mahogany table, boardroom style or 30 people for a Finger Buffet / Reception.

The Milner Barry Room: 1st floor

Can accommodate up to 12 people boardroom style, for lunch/dinner or 20 people for a Finger Buffet / Reception

The Dining Room: 1st floor

Available for Meetings/Functions (by arrangement, also available during the day on Saturday). Up to 70 people can be accommodated theatre style and maximum of 100 people for Finger Buffet/Reception. Maximum for sit-down meal or classroom set-up is 70 people. However, on Saturdays, we must ask you to vacate the room by 4.30 p.m. to enable us to prepare for Dinner.

The Peter Ward Room: 1st floor

Suitable for 16 people for a meeting or dining, 25 reception/ buffet

The Churchill Room: 2nd floor

A small but elegant room with room for up to eight persons for meeting or private dining or 15 people for drinks reception.

ROOM HIRE FOR MEETINGS

Room Hire is always charged for meetings.

The Elizabethan Room: £150.00 Half Day, £220 Full Day

The Trafalgar Room: £150 Half Day, £220 Full Day

The Milner Barry Room: £120 Half Day, £150 Full Day

The Edward Bridges Room: £130.00 Half Day, £170 Full Day

The Dining Room: £120 Half Day, £240 Full Day

The Peter Ward Room £120 Half Day, £130 Full Day

The Churchill Room: £85.00 Half Day, £ 95.00 Full Day

EQUIPMENT & SUNDRIES

In-House

Flipchart & Pens £30.00 (£10 per additional flipchart)

TV & Video £35.

Overhead Projector & Screen. £20.00

Digital Projector £65.00

Lap Top with MS Powerpoint £65

Wireless Internet access available free of charge

Tea, Coffee & Biscuits £2.00 per head

Tea, Coffee & Danish £3.00 per head

Fruit Juice (1 Litre jug) £3.00

Bottled Water (per 75cl bottle) £2.00

Spirit Corkage £12.50

Wine Corkage £5.00

Champagne Corkage £ 7.50

Bar Person(4 hours) £50.00

DAY DELEGATE RATES

The prices below are for an 8 hour session or parts thereof and for a minimum of 8 people

£ 35.00 per person
All prices include VAT

One room (50% room hire second room)
Tea, Coffee on arrival
7 – item Finger Buffet lunch
1 bottle of water per person per day
Afternoon tea & coffee with biscuits
All in-house equipment hire

£ 45.00 per person
All prices include VAT

One room (50% room hire second room)
Tea, Coffee, Danish or Croissants on arrival
Mid-morning Tea & Coffee with Biscuits
10 – item Finger Buffet lunch or two course lunch in the Dining Room
(please allow one hour)
2 bottles of water per person per day
Afternoon Tea & Coffee with Biscuits
All in-house equipment hire

PRIVATE DINING

Menu:

* We require at least **Four days** written notice for your menu choice, including vegetarian and other dietary requirements.

* We appreciate that the final numbers may change due to circumstances beyond your control. However, we shall invoice you for the final number you provide **48 hours prior to the event.**

* We only accept payment from Members and their Organisations.
Credit terms only accepted by prior arrangement with the Management
Strictly 28 days

Menus

Two choices only should be offered to your guests for each course from the options below, a Vegetarian option can be added if required :

Starters

- Soup of the Day. £3.50
- Melon, Orange and Strawberry Cocktail.(v) £3.75
- Chicken Liver Pate with Onion Toast. £3.75
- Grilled Goats Cheese with Apple and Plum Chutney.(v) £4.00
- Deep-Fried Chilli Beef and Noodle Salad. £4.50
- Crab and Prawn Salad. £4.75

Main Course

- Grilled Supreme of Salmon with Wilted Spinach. £13-
- Baked Whole Seabass with Ginger, Lime and Dill. £14-
- Roast Contrefilet of Beef £15-
- Pot Roast Guinea Fowl with Cherry Tomatoes and Tarragon. £13-
- Grilled Leg of Lamb Steak with Rosemary Butter. £12-
- Stuffed Loin of Pork with Sage and Apricots. £11-
- Sweet Potato and Chive Risotto. (v) £8-
- Roast Root Vegetables with Crème Fraiche. (v) £7-

Dessert

- Fresh Fruit Salad with Cream
- Sticky Toffee Pudding, Butterscotch Sauce.
- Vanilla Pannacotta with Raspberries.
- Baked Apple with Sultana topping and Custard.
- Chocolate Terrine.
- Mixed Berries in Honey Greek Yoghurt and Walnuts.
- All Sweets are £4-

Cheese and Biscuits £5-

BUFFET CHOICES

PRICE PER HEAD.

Sandwich buffet only £4-

4 items; £9-

7 items; £12-

10 items; £14-

Please choose from the items below to make up your finger buffet selection:

HOT FINGER FOOD

Breaded Scampi.
Smoked Haddock and Cheese Parcels.
Chunky Chips.
Chinese Selection.
Vegetable Bruschetta.
Honey Roast Chipolatas.
Mini Thai Selection.

COLD FINGER FOOD

Open Sandwiches.
Savoury vol-au-vent.
Sausage Rolls.
Sandwiches.
Chicken or Vegetable Wraps.
Cheese Straws.
Cherry Tomatoes and Brie Kebabs.

FORKED BUFFET Menus selection;

£16 per head-max choose two platters and three salads

SALADS

Roast Italian Vegetables with Rosemary Balsamic Dressing.
Sautéed Potatoes with Chilli and Onion.
Goats Cheese, Walnut and Rocket Salad.
Homemade Coleslaw.
Hot Minted New Potatoes
Marinated Mushrooms with Peppers and Chives.
Roast Tomatoes with Herbs, Garlic and Aubergine Caviar.

PLATTERS

Smoked Salmon, Haddock and Prawns with Chives
Roast Chicken, Peppers and Olives with Rocket.
Honey Roast Ham with Gherkins, Mustard and Parsley.
Selection of Salamis and Parma Ham with Celeriac Dip
Selection of Greek Dips with Tortilla Chips or Pitta
Bread

SERVED PLATED BUFFET Menus selection;

£20 per head-max two main course options

Selection of Cold Meats.
Cold Poached Salmon with Lemon Mayonnaise.
Chicken a la King with Rice.
Beef Lasagne / Cottage Pie.
Homemade Curry with Rice and Mango Chutney.

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Jacket potatoes or Minted New Potatoes.

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Three Salads

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Apple Pie with Cream or Custard.

or

Homemade Chef's Cheesecake.

Terms and Conditions

Amendments & Cancellation

Numbers for the Club's catering services must be confirmed at least 48 hours prior to the event. The Club reserves the right to charge for those numbers in the event of any subsequent reduction.

Any cancellation made for Functions and/or Meetings within 2 working days' of a confirmed booking for the catering services and/or room hire, (with the exception of beverages), will be charged a cancellation fee of 50%. The Club reserves the right to alter the assigned room for a booking without notice.

Non Members

The Club Member organising any event at the Club must provide Reception/Security with a full guest list of Non – Members entering the building at least 48 hours prior to the event.

Failure to do this may result in persons not being allowed into the building.

ATTENDEES

Please give a list of those attending Function/meeting must be provided 48 hours prior to your event.

Payment

All invoices are subject to a 10% service charge.

Please note the Club has a strict 28 days policy for payment.