



Civil Service Club

13/15 Great Scotland Yard
London SW1A 2HJ

Tel: 020 7930 4881 • E-mail: functions@civilserviceclub.org.uk

www.civilserviceclub.org.uk

Your Guide To Our:
Meeting Facilities
Conferences
Buffets
Private Lunches/Dinners
Weddings
Weekend Events

**A list of attendees must be provided by the person making
the booking at least 48 hours prior to the event.**

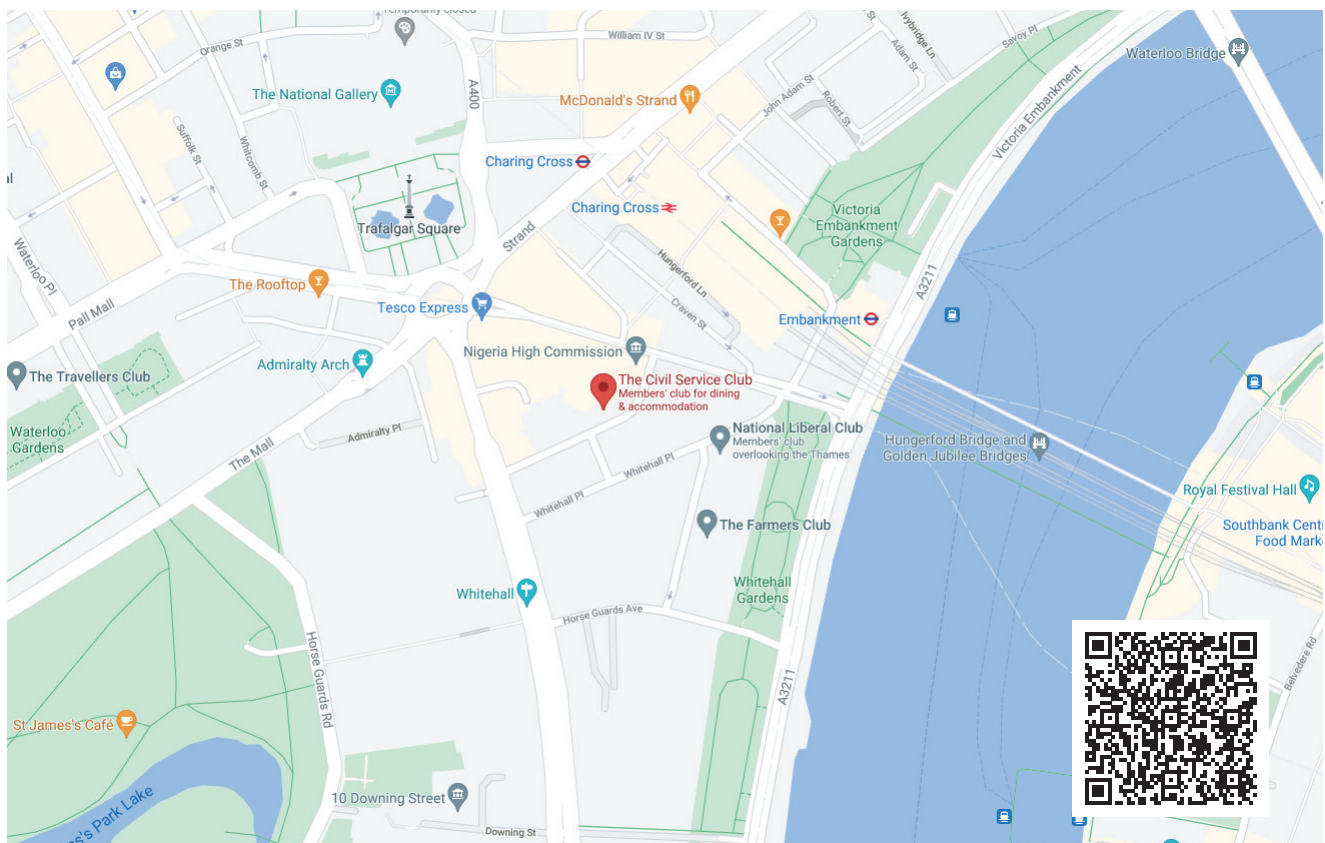


Civil Service Club

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, the first-floor dining room to seat up to 70 people, 5 multi-purpose function rooms available for hire to hold anything from meetings to stand up receptions, parties and private dining.

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 functions@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>



Civil Service Club

Meeting/Function Rooms Available For Hire:

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 90 people for Finger Buffet/Reception. Maximum for sit-down meal or classroom set-up is 65 people. However, on Saturdays, we must ask you to vacate the room by 4pm to enable us to prepare for Dinner.

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 Peter Ward Room: 1st floor

A small but elegant room with room for up to 12 persons for meeting or private dining or 20 people for drinks reception.

The Edward Bridges Room: 2nd floor mezzanine

A comfortable room able to accommodate up to 14 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.



Civil Service Club

Room Hire For Meetings

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

The Milner Barry Room: £150 Half Day, £190 Full Day

The Peter Ward Room: £150 Half Day, £190 Full Day

The Edward Bridges Room: £170 Half Day, £210 Full Day

The Elizabethan Room: £200 Half Day, £260 Full Day

The Trafalgar Room: £200 Half Day, £260 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 £2.70 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 be aware of 10% service charge on the top of costs of food and drinks)



Civil Service Club

Day Delegate Rate

The price below is for a 7-hour session or parts thereof and for a minimum of 8 people.

£39.00 per person

All prices include VAT

Meeting room

50% room hire second room

Tea, filter coffee, biscuits on arrival

4 items Finger Buffet or Sandwich Buffet

Tea, filter coffee, biscuits

Screen and flip chart



Civil Service Club

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.

Guest Lists

A list of attendees must be provided by the person making the booking at least 48 hours prior to the event.

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

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.

All prices are quoted with VAT inclusive at 20%.

The Club reserves the right to pass on any VAT increases.

Payment must be made in full within 28 days from your booking date.



Scan the QR code to download our app



13/15 Great Scotland Yard
London SW1A 2HJ
Tel: **020 7930 4881**
E-mail: **functions@civilserviceclub.org.uk**
www.civilserviceclub.org.uk