



Civil Service Club

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www.civilserviceclub.org.uk

Your Guide To Our:

Meeting Facilities

Conferences

Buffets

Private Lunches/Dinners

Weddings

Weekend Events







Civil Service Club

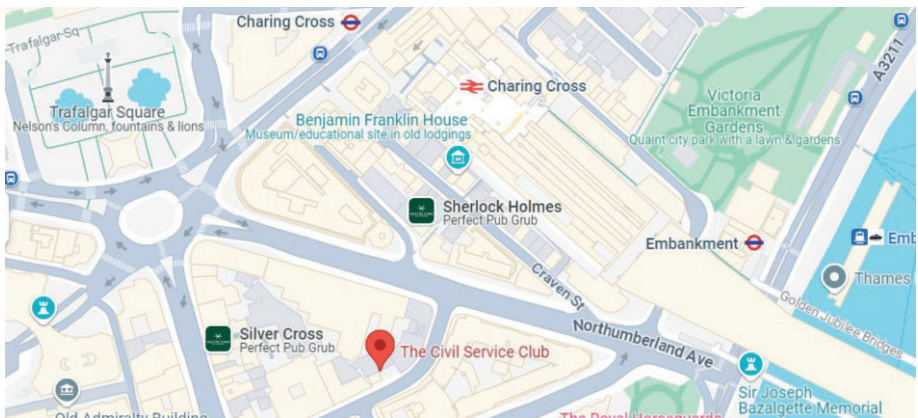
The Civil Service Club is a private members' club located in the heart of London, conveniently situated between Whitehall and Northumberland Avenue. Our club offers a range of amenities to ensure a comfortable and enjoyable experience for our members and their guests.

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

Additionally, we specialise 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).





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.



Room Hire Rates

The Dining Room is available at £550 for a morning or evening session (timing negotiable). 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

**A Half Day booking is up to 4 hours.*

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.



Function Menus

All our meals are freshly prepared on-site. Please enquire about our latest function menu. Should you require a bespoke menu, we would price it accordingly.

Meeting Refreshments

We can cater for all requirements, if there are additional items that you wish to purchase that are not listed here, please discuss this at the time of booking.

Assorted sandwiches (granary and white bread) – £7.00 per person

Cheeseboard – £7.95 per person

Chips – £4.05 per person

Tea, filter coffee, biscuits – £6.00 per person

Tea, filter coffee, mints – £6.00 per person

Fruit juice – £6.00 per 1 litre Jug

Equipment & Sundries

Flipchart & Pens £20.00

Digital Projector £65.00

TV Screen including cables £30.00

Wireless Internet access available free of charge

Wine corkage £10.00

Champagne corkage £14.00

Port corkage £15.00

Spirit corkage £25.00

No outside food is permitted on the premises

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



For full terms and conditions please see our website

www.civilserviceclub.org.uk



