

Guy's and St Thomas' External Hospitality Pack 2016/17

At Guys and Thomas's we aim to provide a clear and easy booking experience. All our prices are inclusive of crockery, cutlery, linen and staff to serve where required. You will find no hidden extra charges.

Our chefs work with pride and passion and will be more than happy to assist in any request you may have. We are leading caterers in London for specialist catering, creating menus for all ethnic requirements, and we have our own In-house dieticians to help advice on any needs.

We operate with the following associations:
Rainforest Alliance, Organic Association, Fair-trade, Soil Association, Marine Conservation.

We are working to reduce our carbon footprint and use our own in-house mineral water to reduce wastage as one step.

Our minimum numbers for all catering is 10, however should you require anything less please let us know and we will work on a solution for you.

All our menus are designed to cover all your needs, but should you require a bespoke menu our chef will be happy to assist you with this.

Breakfasts

The Fast Breakfast

Bacon or Sausage Rolls
Freshly Squeezed Orange Juice
Fair-trade 100% Arabic Coffee
AND
Choice of Organic Teas
£6.00

The Healthy Choice

Fresh Fruit Skewers
Scottish Porridge with Honey and Toppings
Choice of Smoothies
Fair-trade 100% Arabic Coffee
AND
Choice of Organic Teas
£6.00

The Continental

Fresh Fruit Platter
Selection of Croissants and Pastries
Fresh Squeezed Juices
Fair-trade 100% Arabic Coffee
AND
Choice of Organic Teas
£6.00

The Full English

Scrambled Free Range Eggs
Smoked Back Bacon
Cumberland Sausage
Grilled Mushrooms and Tomato
Black Pudding
White and Wholegrain Toast
Fresh Squeezed Juices
Fair-trade 100% Arabic Coffee
AND
Choice of Organic Teas
£10.00

Mix and Match any of the above items to your tastes.

All prices are exclusive of VAT

Coffee Breaks and Refreshments

All our coffees and teas are fair-trade

| | |
|---|-------|
| Freshly Brewed 100% Eros Coffee | £2.50 |
| Selection of Organic Teas | |
| Rich Hot Chocolate | |
| Choice of 100% Arabica Coffee/Selection of Organic Teas served with choice of one of the following: | £3.75 |
| Selection of Mini Pastries | |
| Homemade Double Chocolate and Raisin Cookies | |
| Choice of Favourite Biscuits | |
| Mini Cake Selection | |
| Flapjacks and Chocolate Brownies | |
| Selection of Low Fat Muffins and Cakes (h) | |
| Fresh Smoothies | £2.50 |
| Orange, Apple or Cranberry Juice per litre | £5.50 |
| GSTT Still or Sparkling Mineral water 750 ml | £5.50 |
| Belvoir Sparkling Juices | £2.50 |

The Indulgent Afternoon Tea £15.00

Selection of Finger Sandwiches

Mini Cake Selection

Fresh Baked Scones with Clotted Cream and Jam

All served on Silver stands and fine bone china

Accompanied by

Fair-trade 100% Arabic Coffee

Or

Choice of Organic Teas

Finish the day in style with a glass of Champagne £6.00 supplement

All prices are exclusive of VAT

Lunch Menus

Working Lunches

Ranges include:

Mixed Platters, Fish Platters, Vegetarian or Meat.

A mixed range will be offered unless otherwise requested.

Classic Sandwich Selection

£5.00

A range of classic fillings on white and brown

Deluxe Sandwich Range

£6.50

Premium fillings on sandwiches, wraps and mini-rolls,
Accompanied by kettle crisps

Scandinavian Open Sandwiches

£9.00

A range of open sandwiches served on variety of breads

Add on:

Fresh Fruit Basket, Freshly Brewed Tea and Coffee/Juice

£2.50

*Gluten Free Sandwiches available on request or salad alternatives.

All prices are exclusive of VAT

Finger Buffet Menu £16.00

Choose 6 items from below

Cold

- Assorted Mini Quiches (v)
- Mediterranean Chicken Skewers with Lemon Mayonnaise
- Pesto Salmon Cubes
- Roasted Red Peppers with Moroccan Cous Cous (v, g)
- Char grilled Scottish Beef with Cream of Horseradish
- Mini Prawn and Avocado Cocktails
- Char grilled Vegetable Skewers with Goats Cheese and Honey Glaze (v)

Hot

- Spicy Thai Fish Cakes with Sweet Chilli Dipping Sauce (g)
- Rosemary and Garlic Brie with a Cranberry Dip (v)
- Mini Chicken Garlic Kievs
- Sweet Potato Curry Bites served with Crème Fraiche (v)
- Rare Roast Beef served in Yorkshire pudding (g)
- Cumberland Sausage Bites with a Honey and Mustard Glaze
- Warm Tomato and Mozzarella Bruschetta with Pesto (v, g)

Desserts

- Fresh Fruit Skewers with Mango and Raspberry Sauce (v)
- Chefs Choice of Mini Cheesecakes (v)
- Chocolate and Coffee Profiteroles (v)
- Individual Topsy Trifles (v)
- Greek Yoghurt Pots with Honey and Granola (v)
- Double Chocolate Brownies with Fudge Icing (v)
- Whole Fruit Bowl (v)
- Sharp Lemon Tart with Orange Crisp (v)

**g – Contains gluten*

All prices are exclusive of VAT

All our menus change with the seasons to ensure only the freshest and highest quality products are used. Below are a sample of menus, please contact us for bespoke menus

Cold Fork Buffet - £18.00

All buffets served with bread and butter, and serving of coffee or tea

Spring/Summer

Cold Meat Platter, Wild Rocket, Piccalilli

Char grilled Courgette, Basil, Mint and Chilli (v)

Smoked Fish Platter, Diced Beetroot, Horseradish Cream

Fresh Berries, Pouring Cream

Hot Fork Buffet £22.00

All buffets served with bread and butter, and serving of coffee or tea

A choice of 2 main dishes, served with salad and breads. Add a dessert item for £2.50 per person

Autumn/Winter

Baked Sea Bass, Tomato, Olive and Caper Dressing

Pumpkin and Rosemary Stew, Wild Rice (v)

Chicken and Wild Mushroom Pie (g)

Beetroot and Apple Salad

Autumn Fruit Trifles (v)

Baked Apples, Clotted Cream Ice-Cream (v)

**g – Contains gluten*

All prices are exclusive of VAT

Canapé Selection

Sample Menus

Cold Selection

White Bean Tartlet with Roasted Cherry Tomato (v) (g)
Chicken Caesar Tartlets
Classic Smoked Salmon Blinis (g)
Asparagus wrapped in Parma Ham
Wild Mushroom and Thyme Pate, Toasted Garlic Brioche (v) (g)
Tiger Prawn Skewer with Sweet Chilli Glaze
Asparagus with Basil on Olive Bread (v) (g)

Hot Selection

Roast Chicken & Sage wrapped in Smoked Bacon
Goats Cheese and Red Onion Tart (v) (g)
Shredded Duck Spring Rolls with Plum Sauce
Parmesan Shortbread with Wild Mushrooms (v) (g)
Roast Beef and Yorkshire pudding (g)
Chicken Satay with Peanut Sauce
Pigs in Blankets with Honey and Mustard Dip

Sweet Selection

Wild Berry Soup (v)
Chocolate and Caramel Profiteroles (v)
Seasonal Fruit Tartlet with Vanilla Cream (v)

4 Items: £10.00
6 Items: £13.00
8 Items: £15.00
10 Items: £18.00

Extra Items: £2.50

**g – Contains gluten*

All prices are exclusive of VAT

Dinners

Based on what is in season, our in-house chef's will suggest dinner options to suit your needs.

All prices are inclusive of crockery, cutlery, plain linen, one standard flower centre per table, candelabra and coffee, tea and petit fours

Menus from - £45.00

Autumn/Winter

Starters

Feta and Pomegranate Leaf Salad (v)

Seasonal Soup (v)

Grilled Pheasant Breast with Beetroot Salad

Mains

Roast Duck, Blackberry Sauce, Celeriac Puree

Wild Mushroom Mille Feuille (v) (g)

Pistachio Crusted Rack of Lamb, Roasted Roots (g, n)

Desserts

Plum and Blackberry Clafoutis, Clotted Cream (v)

Pressed Apple Terrine, Apple Crisp, Sorbet (v)

Pear and Almond Tart (v, g)

**g – Contains gluten*

**n – Contains nut*

All prices are exclusive of VAT

Spring/Summer

Starters

Cornish Crab Salad, Micro Herbs

Rainbow Tomato Salad, Buffalo Mozzarella, Purple Basil Dressing (v)

Chilled Gazpacho, Pesto Oil (v)

Mains

Lemon and Tarragon Chicken, Wilted Spinach, Turned Potatoes

Baked Pesto Salmon, Herb New Potatoes, Spring Greens

Broad Bean, Asparagus and Mint Risotto (v)

Desserts

Chilled Tayside Berry Soup, Fruit Bread (v)

Dessert of Champagne and Strawberries (v)

Chocolate Fondant, Cherry Compote, Vanilla Cream (v)

All prices are exclusive of VAT

Wine List

We have a large selection of wines and champagnes by request
Vintage information can be supplied if required

House White Wine Selection

1. **San Leo Bianco** Italy 11%abv £20.00
Clean, crisp and dry. A fresh and fruity bouquet with floral notes reminiscent of almonds and elderflower.
2. **Freedom Cross Chenin** South Africa 12%abv £22.50
Clean and dry. Pale gold with a distinctive green hue and a well-balanced sweet nose of tropical fruit and honey. The palate offers citrus flavours with a hint of peach.

Rose Selection

3. **Claretto Rosato** Italy 11.5%abv £20.00
Deep and fruity with a fresh, clean and crisp finish and a touch of spice.
4. **Locus Ameno Rose, Cotes de Provence** France 12%abv £22.00
Strawberries, raspberries and hints of cranberry with a silky texture and juicy finish.

White Wine Selection

5. **Pinot Grigio** Italy 12%abv £20.00
Lightly dry and fresh. A full wine with a delicate green fruit aroma.
6. **Bougrier, Val de Loire Sauvignon** France 12.5%abv £22.00
Crisp, refreshing and zesty with elegant minerality reminiscent of Sancerre / Pouilly Fume.
7. **Karri Oak Semillon / Sauvignon** Western Australia 12.5%abv £24.50
A crisp, zesty nose with hints of passion fruit and kiwi. The palate is fresh with a mix of tropical fruit and gooseberries.
8. **Insolia Sicilia** Italy 13%abv £26.00
An intense, fruity bouquet of apples and white flowers. Rich and well-balanced.
9. **Alan McCorkindale Sauvignon Blanc** New Zealand 13.0%abv £28.50
Intensely aromatic this wine bursts with flavours of gooseberry and hawthorn with hints of passion fruit and citrus. Vibrant and dry.
10. **Pouilly Fume Les Griottines** France 12.5%abv £31.00
A wine with dazzling character and high minerality. Smooth, rich, elegant and full of finesse.
11. **Barboursville Viogner Reserve** USA 13.5%abv £34.00
A gentle oak finish with bright pear, passion fruit and essence of citrus.
12. **Pfaffenheim Gewürztraminer** France 13.5%abv £34.00
A spicy, rose petal nose then a firm, fruit-filled palate with typical lychee and Turkish Delight flavours. Fresher and crisper than many, it is also dry.
13. **Chablis 1er Cru Fourchaume** France 13%abv £39.00
Perhaps the finest of Malandes' 1er cru Chablis. Taut and steely with great minerality.
14. **Domains de Vacheron Sancerre** 14.0%abv £45.00
This elegant, bone-dry beauty refreshes the palate with clean, lemon-fresh flavours and lingers with a long, intense mineral finish.
15. **Hattenheimer Riesling Trocken** Germany 13.5%abv £50.00
Citrus and grapefruit aromas. A delicate palate with soft acidity. Dry.

Wine List

House Red Wine Selection

16. **San Leo Rosso** Italy 11.5%abv £20.00
Dry and fresh with a fruity bouquet. Well-balanced with a delicate almond vein on the finish.
17. **Ladera Verde Merlot** Chile 13%abv £21.50
A stunningly scented Merlot with a full and pleasing length and depth of flavour.
Lots of plummy fruit flavours are well complimented by soft tannin and medium body.

Red Wine Selection

18. **Villa Monarco Montepulciano d' Abruzzo** Italy 12.5% abv £20.00
Soft, red fruit flavours and gentle tannins. Dry and medium-bodied.
19. **Santa Julia Malbec** Argentina 13%abv £22.00
Complex aromas of ripe fruits such as cherries, black berries and plums. Warm spices of vanilla, black pepper and paprika follow-through. Full-bodied.
20. **Monte Ory Navarra Crianza** Spain 12.5%abv £23.00
Red berry fruit aromas of cherry and plum with hint of sweet spice. Full bodied.
21. **Sunnycliff Cabernet Sauvignon** Australia 13.5%abv £24.50
A full -lavoured wine with berries and a slight impression of vanilla.
22. **Musar Jeune**, Lebanon 14.5%abv £26.00
A rich nose of cherries and cooked plums warmed by cinnamon and nutmeg flavours.
Medium-bodied.
23. **Marques de Caceres Rioja** Spain 13%abv £27.50
Cherry and blackberry aromas accompanied by Mediterranean herb aromatics on the nose.
Luscious red cherry and strawberry fruits, cinnamon and silky tannins.
24. **Nero d' Avola** Italy 13%abv £29.00
Broad and persistent bouquet with almond blossom and intense spices.
25. **Chateau Mazeyras, Pomerol**, France 14.0%abv £49.00
Fresh, fragrant style. An abundance of ripe berries, new oak and spice. A tightly-knit palate with vibrant fruit.
26. **Domaine Ambroise Nuits St. George**, France 13.5%abv £69.00
Generous red berry and dark stone fruit flavour mark this robust, masculine Pinot Noir.
They are offset by earth and spice notes.

Dessert Wine

27. **Brachetto Lightly Sparkling** Italy 7%abv £24.50
Scents of rose and musk; harmoniously sweet.
28. **Elysium Black Muscat** USA 37.5cl 15%abv £27.00
Aromas of roses, hibiscus, and strawberries. Flavours of cherries and red berries.
29. **Tokaji 5 Puttonyos** Hungary 50.0cl 12.5%abv £42.00
A vivid gold colour with honeyed apricot and orange peel flavours which are uplifted with dramatic acidity.

Wine List

Sparkling Wines

- | | | |
|---|--------|--------|
| 30. Prosecco DOC Italy | 11%abv | £25.00 |
| A fruity palate with hints of pears and melon | | |
| 31. La Grande Marque Saumur N.V. France | 11%abv | £27.50 |
| A light, sparkling wine with a lovely creamy texture and a fresh, apple nose to the finish. | | |
| 32. Rosato Sparkling Rose Italy | 11%abv | £25.00 |
| Fresh, fruity and aromatic. | | |

Champagnes

- | | | |
|--|--------|--------|
| 33. Joseph Perrier Cuvee Royale Brut NV France | 12%abv | £45.00 |
| Fragrances of citrus fruit peel, apples, peaches and gentle sweet spices. Full, round and refreshing. Delicate effervescence and a lasting finish. | | |
| 34. Joseph Perrier Royale Vintage France | 12%abv | £80.00 |
| Floral notes and honey-suckle on the nose. Delicate citrus and buttery characteristics on the palate. A lasting finish. | | |
| 35. Joseph Perrier Demi-Sec France | 12%abv | £50.00 |
| Delicate sweet spices on the nose; white stone fruit, toasted brioche and honey on the palate. | | |
| 36. Joseph Perrier Cuvee Royale Rose France | 12%abv | £85.00 |
| A scent of raspberries, blackberries and blackcurrants. A sensuous palate of prune, marmalade and orange peel finished with a sweet spice. | | |

All prices are exclusive of VAT

Day Delegate Rates (*minimum numbers apply*)

½ Day Delegate - £45.00

Main Room Access 0800-1400
Arrival Tea/Coffee + Pastries
Mid Morning T/C + Biscuits
Choice of Lunch – Finger Buffet or Cold Buffet
* Hot Buffet £5.00 supplement
Mineral Water and Cordials
Delegate Stationary
1 x Flip Chart
Data Projector and Screen

Full Day Delegate Rate - £55.00

Main Room Access 0800-1730
Arrival Tea/Coffee + Pastries
Mid Morning T/C + Biscuits
Choice of Lunch – Finger Buffet or Cold Buffet
* Hot Buffet £5.00 supplement
Afternoon T/C + Mini Cakes
Mineral Water and Cordials
Delegate Stationary
1 x Flip Chart
Data Projector and Screen

24HR DDR

Main Room Access 0800-1900
Arrival Tea/Coffee + Pastries
Mid Morning T/C + Biscuits
Choice of Lunch – Finger Buffet or Cold Buffet
Afternoon T/C + Mini Cakes
Mineral Water and Cordials
Delegate Stationary
1 x Flip Chart
Data Projector and Screen
3 Course Dinners
Overnight Accommodation
* Prices on request

All prices are exclusive of VAT

GSTT Venue Room Hire Charges

* All rooms have wi-fi access

St Thomas' Hospital

| | Per Hour | ½ Day | Full Day |
|---|----------|-------|----------|
| Governors Hall Complex | 300 | 1000 | 2000 |
| includes projector, screen and control desk with laptop, If required this needs to be on the hospitality form | | | |
| Grand Committee Room | 100 | 360 | 720 |
| South Wing Committee Room | 75 | 300 | 600 |
| Shepherd Hall | 200 | 400 | 800 |
| * Available after 1600 Mon-Fri | | | |
| Senior Staff Room | 75 | | |
| * Available after 1700 | | | |
| South Wing Lecture Theatre | 75 | 300 | 600 |

Guys Hospital

| | | | |
|--|-----|------|------|
| Robens Suite | 250 | 1000 | 2000 |
| Includes plasma TVs and control desk with laptop/pc,if required this needs to be on the hospitality form | | | |
| Robens 1 | 75 | 300 | 600 |
| Burfoot Court Room | 75 | 300 | 600 |
| Emily McManus House | 200 | 800 | 1600 |
| * All rooms | | | |
| Dining Room | 75 | 300 | 600 |
| Lounge | 75 | 300 | 600 |
| Drawing Room | 75 | 300 | 600 |
| Atrium 1 or 2 | 50 | 200 | 400 |
| * Please note this is a public space | | | |

York Road Education Centre

* all rooms come with screen and projector

| | | | |
|--------------|-----|-----|-----|
| Ground Floor | | | |
| Seminar 1 | 75 | 250 | 500 |
| Seminar 2 | 75 | 250 | 500 |
| Seminar 3 | 65 | 225 | 450 |
| Seminar 4 | 65 | 225 | 450 |
| Seminars 1&2 | 110 | 400 | 800 |
| Seminars 3&4 | 100 | 375 | 750 |

York Road Education Centre cont.

* all rooms come with screen and projector

| | | | |
|-------------------------------|----|-----|-----|
| First Floor | | | |
| Buckingham Clinical Classroom | 60 | 200 | 400 |
| Trafalgar Clinical Classroom | 60 | 200 | 400 |
| Strand Clinical Classroom | 60 | 200 | 400 |
| | | | |
| Park Training Room | 60 | 200 | 400 |
| Belvedere Training Room | 60 | 200 | 400 |
| Fleet Training Room | 60 | 200 | 400 |
| Bridge Training Room | 60 | 200 | 400 |
| County Training Room | 60 | 200 | 400 |
| Belvedere/Fleet | 85 | 350 | 700 |
| Bridge/County | 85 | 350 | 700 |
| | | | |
| Thames Meeting Room | 50 | 150 | 300 |
| London Eye | 50 | 150 | 300 |
| | | | |
| Globe Theory Room | 80 | 275 | 550 |
| | | | |
| Second Floor | | | |
| Meeting Room 1 | 30 | 100 | 200 |
| Meeting Room 2 | 30 | 100 | 200 |
| Meeting Room 3 | 30 | 100 | 200 |
| Meeting Room 4 | 30 | 100 | 200 |
| Meeting Room 5 | 30 | 100 | 200 |
| Meeting Room 6 | 30 | 100 | 200 |
| | | | |
| Meeting Rooms 2&3 | 50 | 150 | 300 |

Take advantage of our new Day Delegate Rates for an all in one price

Additional Audio Visual

| | | | |
|------------------------------------|----|----|-----|
| Governors Hall and Robens Suite | | | |
| 2 x Lapel Mics and 2 x Roving Mics | | | 75 |
| Video Conferencing – Internal | | | 50 |
| Video Conferencing – External | | | 100 |
| | | | |
| 6ft Screen | | | 20 |
| | | | |
| Projector & Screen | 20 | 80 | 160 |
| | | | |
| Flipchart, paper and pens | | | 20 |
| | | | |
| AV Technician | 20 | 80 | 160 |

Full Audio Visual List available on request

GUY'S & ST THOMAS' BANQUETING SERVICES
ROOM CAPACITY – Guy's and St Thomas'

| GUY'S | NUMBER | ST THOMAS' | NUMBER |
|----------------------------------|---------------|-----------------------------------|---------------|
| ROBENS SUITE | | GOVERNORS HALL | |
| THEATRE STYLE | 110 | THEATRE STYLE | 200 |
| BOARD ROOM | 40 | BOARD ROOM | 40 |
| U SHAPE | 40 | U SHAPE | 40 |
| CABARET STYLE | 100 | FORMAL DINNER | 110 |
| FORMAL DINNER | 110 | DINNER/DANCE | 90 |
| STAND UP RECEPTION | 180 | STAND UP RECEPTION | 250 |
| DINNER/DANCE | 75 | CLASSROOM | 40 |
| CLASSROOM | 40 | | |
| ROBENS SUITE 1 | | SENIOR STAFF ROOM | |
| THEATRE STYLE | 15 | THEATRE STYLE | 25 |
| BOARD ROOM | 15 | BOARD ROOM | 26 |
| U SHAPE | 15 | U SHAPE | 24 |
| CABARET | 12 | STAND UP RECEPTION | 40 |
| BURFOOT COURT ROOM | | SIT DOWN DINNER | 20 |
| THEATRE | 38 | SOUTH WING COMMITTEE ROOM | |
| BOARD ROOM | 25 | BOARD ROOM | 22 |
| CABARET | 38 | STAND UP RECEPTION | 35 |
| U SHAPE | 20 | THEATRE | 30 |
| | | CABARET | 16 |
| | | CLASSROOM | 12 |
| STAND UP RECEPTION | 40 | | |
| EMILY MCMANUS DINING ROOM | | GRAND COMMITTEE ROOM | |
| BOARDROOM | 12 | STAND UP RECEPTION | 50 |
| STAND UP RECEPTION | 12 | BOARD ROOM | 24 |
| EMILY MCMANUS LOUNGE | | SIT DOWN DINNER | 24 |
| BOARDROOM TABLE | 20 | SOUTH WING LECTURE THEATRE | |
| | | THEATRE STYLE | 60 |
| STAND UP RECEPTION | 25 | SHEPHERD HALL | |
| | | THEATRE STYLE | 200 |
| ATRIUM 1 | | BOARD ROOM | 40 |
| STAND UP RECEPTION | 400 | U SHAPE | 40 |
| ATRIUM 2 | | SIT DOWN DINNER | 200 |
| STAND UP RECEPTION | 150 | DINNER/DANCE | 160 |

EDUCATION CENTRE – 75 YORK ROAD

| EDUCATION CENTRE – 75 YORK ROAD | | | | | | | | | |
|---|--|------------|---------------|---------------|-----------------|-----------------|------------|--|--|
| Layout Maximum Capacity – No of Delegates | | | | | | | | | |
| Floor | Room Description | Theatre | Cabaret Style | U-Shape Style | Boardroom Style | Classroom Style | Ward Style | | |
| Grd | Seminar Room 1 | 56 | 32 | 26 | 24 | 16 | N/A | | |
| Grd | Seminar Room 2 | 55 | 32 | 24 | 24 | 16 | N/A | | |
| Grd | Seminar Room 1 & 2 (open up) | 111 | 52 | 30 | N/A | N/A | N/A | | |
| Grd | Seminar Room 3 | 36 | 20 | 24 | 22 | 10 | N/A | | |
| Grd | Seminar Room 4 | 42 | 20 | 22 | 24 | 10 | N/A | | |
| Grd | Seminar Room 3 & 4 (open up) | 78 | 40 | 28 | N/A | N/A | N/A | | |
| 1st | Park Room | 30 | 16 | 18 | 18 | 10 | N/A | | |
| 1st | Thames Room | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 1st | London Eye Room | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 1st | Fleet Room | 28 | 16 | 18 | 18 | 10 | N/A | | |
| 1st | Belvedere Room | 27 | 16 | 18 | 18 | 10 | N/A | | |
| 1st | Belvedere / Fleet Room (open up) | 55 | 24 | 34 | 20 | 15 | N/A | | |
| 1st | Bridge Room | 28 | 16 | 18 | 18 | 10 | N/A | | |
| 1st | County Room | 27 | 16 | 18 | 18 | 10 | N/A | | |
| 1st | Bridge / County Room (open up) | 55 | 24 | 34 | 20 | 15 | N/A | | |
| 1st | Buckingham Room (6 beds) | N/A | N/A | N/A | N/A | N/A | 20 | | |
| 1st | Trafalgar Room (4 beds) | N/A | N/A | N/A | N/A | N/A | 15 | | |
| 1st | Strand Room (4 beds) | N/A | N/A | N/A | N/A | N/A | 15 | | |
| 1st | Globe Theory Room | 36 | 24 | 32 | 28 | 12 | N/A | | |
| 2nd | Meeting Room 1 | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 2nd | Meeting Room 2 | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 2nd | Meeting Room 3 | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 2nd | Meeting Rooms 2 & 3 (open up) | N/A | N/A | N/A | 20 | N/A | N/A | | |
| 2nd | Meeting Room 4 | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 2nd | Meeting Room 5 | N/A | N/A | N/A | 10 | N/A | N/A | | |
| 2nd | Meeting Room 6 | N/A | N/A | N/A | 10 | N/A | N/A | | |

Terms & Conditions

CANCELLATION CHARGES

For all other functions a percentage of the estimated cost of the confirmed reservation will be charged to the client in the event of a cancellation, using the following scales.

30 days or less notice 100% charge will apply.

60-30 days notice 50% charge will apply.

60-90 days notice 25% will apply.

90 days or more no charge will apply.

Numbers can be increased; however we reserve the right to supply an alternative product if the original product is no longer suitable or available.

PAYMENT TERMS

All booking must be pre-paid prior to events.

A non-refundable deposit of 50% of the value of the original booking is required.

Final payment is due two weeks prior to the event.

Any final adjustments can be billed after the event.

Only companies with agreed credit facilities can be billed after their events, payment terms and strictly 30 days.

All internal clients must provide a cost code at the time of booking.

All bookings are subject to charges as set out in the Late Booking Charges and Cancellation Charges.

LATE BOOKING CHARGES

For teas, coffees and other light refreshments we require a minimum of 24 hours notice, failure to provide may result in us being unable to deliver your requested order and an alternative may be offered. There will be a 50% surcharge for any last minute bookings made with less than 24 hours notice.

For Sandwich lunches and other food orders a 48 hour notice period is required and as with light refreshments a 50% surcharge will be added.

LOSS OF EQUIPMENT/SECURITY

Due to the loss of our equipment, please note that when staff comes to collect your used order, if any items are missing there will be a charge. The equipment is the responsibility of the user up to and until our staff come to collect it. Please make sure when you are booking your function with us you inform us of a suitable time when our staff can collect your used order.

Unless specific arrangements are made, we accept no responsibility or liability for any loss or damage to the property of the client, any delegates or third parties.

REFRESHMENTS IN ROOMS

Please be aware that it is against trust policy to provide your own food and drink in our function areas, this covers all food items ranging from biscuits and cakes to buffets and sandwiches. The areas in which this policy covers are Governors Hall, Grand Committee Room, Shepherds Hall, South Wing Committee Room & Central Hall at St Thomas Hospital and Robens Suite, Burfoot Court Room, Emily McManus Lounge and Dining Room and Atrium 1 & 2 at Guys Hospital.

SERVICE OF ALCOHOL

Please also be aware that it is against Trust policy to provide alcohol before 5.00pm. This applies Monday – Friday and not on the weekends. Written permission will be needed from the Chief Executive's office for any special occasions. We require two working week's notice for any liquor licences required for venues not covered by existing licences.

FLYPOSTING OF EVENTS

Please note that fly posting of your event is not allowed on the premises. We can supply directional signage for you. Please ask at time of booking.

BOTTLED WATER

When our waiting staff come to collect, if the water bottles that we have provided are missing we have to charge £5.00 per bottle. Please ensure all bottles we provide are there to be collected at the end of the function.