



Price List

**Community &
Charity Discount**

Rooms & Catering

2008/2009

WEST WING ROOM HIRE

COMMUNITY & CHARITY RATE

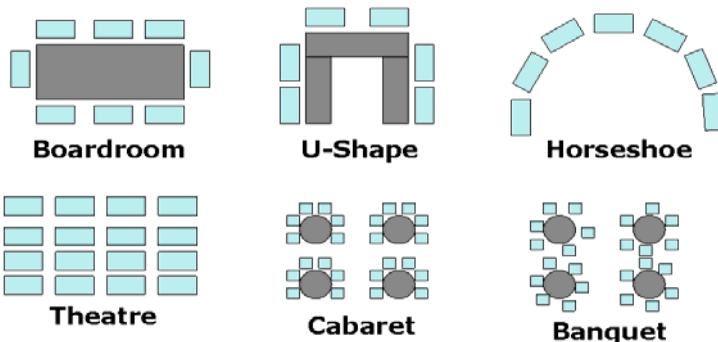
*These rates have been subsidised with a 45% discount
(Full rates are shown in brackets)*

ROOM	8 hr	Session Max 4 hr	ADDITIONAL HRS	Over runs Per hr or part there of.
Auditorium <i>PEAK (FRI – SUN)</i>	£924 <i>(£1,680)</i>	£578 <i>(£1,050)</i>	£193 <i>(£350)</i>	£400
Auditorium <i>OFF PEAK (MON – THUR)</i>	£660 <i>(£1,200)</i>	£413 <i>(£750)</i>	£138 <i>(£250)</i>	£400
Studio	£110 <i>(£200)</i>	£69 <i>(£125)</i>	£23 <i>(£42)</i>	£50
Room 1	£110 <i>(£200)</i>	£69 <i>(£125)</i>	£23 <i>(£42)</i>	£50
Room 2	£110 <i>(£200)</i>	£69 <i>(£125)</i>	£23 <i>(£42)</i>	£50

All rooms come with complimentary water, flipchart, pens & paper.

ROOM CAPACITIES

	Boardroom	U-Shape	Horseshoe	Theatre	Cabaret	Banquet
Auditorium	N/A	N/A	50	249	N/A	N/A
Studio	28	32	30	60	40	50
Room 1	20	21	25	50	32	40
Room 2	20	21	25	50	24	30
Bar	N/A	N/A	12	27	27	27



Technical Support

Day Rate (8 hrs)	£160
½ Day Rate (4 hrs)	£90
Additional hour	£30
Emergency Call Out	£40

Please confirm all technical requirements at the time of booking.

All prices are subject to the addition of VAT

WEST WING CATERING

Tea & Coffee - £2.00 per person per serving

Fairtrade tea, coffee and a selection of herbal teas. Served with complimentary biscuits.

Unlimited Tea & Coffee - £3.50 per person

Our wide selection of tea and coffee for you to sip on all day.

Served with complimentary biscuits.

Selection of Juices - £1.00 per person per serving

Menu 1 A – Sandwich Lunch at £5.00 per head

Assorted sandwiches – 1 ½ rounds per person, fresh fruit platter fresh fruit platter or cake selection and crisps.

Menu 1 B – Sandwich Lunch at £5.50 per head

Assorted sandwiches – 2 rounds per person, fresh fruit platter fresh fruit platter or cake selection and crisps.

Menu 2 – Finger Buffet at £7.00 per head

Includes assorted sandwiches and selection from the following items: spring rolls with chilli dip, vegetable samosas, onion bhajis, cheese with grapes or gherkins, cheese/vegetable quiche, crisps, quiche lorraine, mini sausages on sticks, mini eggs, chicken saté, pork pie slices, sausage rolls, chicken wantons, and choice of either fruit or cakes.

Menu 3 – Finger Buffet at £8.00 per head

Menu 2 with fresh fruit platter and a cake selection.

Finger buffet options - add an extra 50p per head for any of the following:

crust off cocktail sandwiches / decorated open finger rolls / individual fruit salads instead of platter / crudet  and dips

Menu 4 – Baguette Lunch at £9.00 per head

Basket of bread rolls and baguettes.

Meat platter – honey roast ham, crispy bacon, p t , chicken breast, salami.

Cheese selection – sliced cheddar, brie, edam.

Prepared salad selection – sliced tomatoes, sliced cucumber, coleslaw, sliced peppers, shredded lettuce. Pots of Branston pickle and Helman’s mayonnaise.

Fresh fruit platter and cake selection

Menu 5A – Fork Buffet at £10.00 per head

Meat platter – either Traditional – chicken breast, beef, honey roast ham, German salami, chicken tikka or Continental – beef, parma ham, chorizo, Italian salami, pastrami.

Both with cheese selection – sliced cheddar, brie, edam with mixed olives.

Greek salad, caesar salad and pasta salad.

French bread and butter.

Fresh fruit platter or cake selection. French apple flan.

Menu 5B – Fork Buffet at £10.00 per head

Coronation chicken, poached salmon, Chilli beef.

Tomato and mozzarella salad, classic waldorf salad and caesar salad.

French bread and butter. Fresh fruit salads.

Menu 6A – Continental Breakfast at £6.00 per head

Sliced egg and bacon croissants, mixed jam croissants, danish pastries and fresh fruit basket.

Menu 6B – Danish Breakfast at £4.00 per head

1 ½ Danish per head (3 pieces each). Fresh Fruit basket.

Cheese board and biscuits at £2.00 per head available with all menus.

CATERING TERMS & CONDITIONS

1. All catering timings and delegate numbers must be confirmed **3** working days before the event. We cannot guarantee we can accept alterations after this time.
2. All prices are subject to the addition of VAT.
3. Please advise us as early as possible of any special dietary requirements in order that we can provide suitable alternatives to our standard menus. There may be additional charges levied for this service.
4. We cannot guarantee that our catering is prepared in a nut-free environment.
5. As standard our food selection is 50% vegetarian. If you wish this to be altered please let us know at least three days in advance.
6. Food cannot be removed from the building under any circumstances.
7. No food or drink may be bought onto the premises. The West Wing reserves the right to charge penalty fee to the client if food or unauthorised beverage is brought onto the premises. This fee will be based on estimated loss of income but shall not be less than £5 per delegate.
8. All menus are subject to seasonal changes without notice.
9. All catering is self-service unless organised in advance. Additional charges will be incurred for this service.
10. For Health & Safety reasons food must be removed from the catering stations within two hours of service and West Wing staff must have access to the area at this time.
11. Food and beverage orders are subject to the provisions relating to deposits, cancellations, curtailment as outlined in your contract. No refunds can be provided for any cancellations within 3 days of an event.
12. Should your event require food or beverage to be present on the premises that are impossible for the West Wing to provide e.g. a conference about a new food or beverage product launch, written permission must be obtained from the West Wing in advance and notice is required at the time of booking or a minimum of 28 days before the event date. A surcharge may be levied for any permission given.