

THE CIVIL SERVICE CLUB

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YOUR GUIDE TO OUR: MEETING FACILITIES BUFFETS LUNCHES PRIVATE DINING WEDDINGS

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

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>



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 10 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 4.00 p.m. to enable us to prepare for Dinner.

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: £200 Half Day, £260 Full Day

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

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

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

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

The Dining Room is also available at £550, 11am – 4pm or 5pm onwards.

Or free room hire with a minimum spend of £800

EQUIPMENT & SUNDRIES

In-House

Flipchart & Pens £20.00 (£10 per additional flipchart)

TV& Video £35.

Digital Projector £65.00

Lap Top with MS PowerPoint, Projector & Screen £85

Wireless Internet access available free of charge

Tea, Coffee & Biscuits £2.20 per head

Tea, Coffee & Danish £3.00 per head

Fruit Juice (1 Liter jug) £3.00

House water provided for meetings FOC

Spirit Corkage £12.50

Wine Corkage £6.00

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**

£ 39.00 per person

All prices include VAT

One room (50% room hire second room)

Tea, Coffee on arrival

Buffet B or C

Unlimited House Water supplied

Afternoon tea & coffee with biscuits

All in-house equipment hire

£ 49.00 per person

All prices include VAT

One room & a breakout room if required

Tea, Coffee, Danish or Croissants on arrival

Mid-morning Tea & Coffee with Biscuits

Buffet B or C

or three course meal in the Dining Room Unlimited

House Water Afternoon Tea & Coffee with Biscuits

All in-house equipment hire



FUNCTION MENUS

FB16FA

Set Menu 3 courses £26.50 choose from (Max choice of 3 starter, 3 Main, 3 dessert per function.)

Starters

Tomato & Basil Soup (V)
Pea & Ham Soup
Ardennes Pate & Ale Chutney
Coronation Chicken Breast Salad
Wheatberry, Beetroot & Cous Cous Salad with Glazed Goats Cheese (V)
Seasonal Melon & Fruit Coulis (V)
Smoked haddock Fishcake with Applewood Cheddar Centre
Smoked Mackerel Pate

Mains

(All Mains are served with Vegetables & Potatoes)
Traditional Roast (Choosing Beef or Turkey or Lamb) with Traditional garnishes
Steak & Kidney Suet Pudding with Rich gravy
Spiced Navarin of Lamb with Potato Gnocchi Chicken
Breast sweetcorn Fritter, Tomato & Bourbon Sauce Chicken
Breast with Provencal Bean Cassoulet
Oven Roasted Fillet of Salmon with Creamed Spinach Sauce
Cod Fillet with Warm Black Rice, Quinoa & Ginger Salad
Asparagus & Pea Girasole Pasta with Tomato Confit (V)
Stilton, Peppered Mushroom & Onion suet Pudding (V)

Desserts

Ginger Rum & Raisin Pudding with Spiced Cream (V)
Spotted Dick & Custard (V)
Fresh Fruit salad & Cream (V)
Gluten Free Baked Vanilla Cheesecake & Berry Compote (V)
Lemon tart & Raspberries (V)

Cheese & Biscuits with Grapes & Chutney (V) **VEGETABLE & POTATO ACCOMPANIMENTS** (Please select 2 Vegetable

Dishes and 1 Potato Dish)

Roast Potatoes	Baton Carrots
Chips Honey	Roast Parsnips
Sauté Lyonnaise Potatoes	Courgettes Provencal
Mash Potato	Cauliflower Cheese
Dauphinoise Potatoes	Braised Red Cabbage
Parmentier Potatoes	Potato Broccoli
New Potatoes	Garden Peas

ADDITIONAL COURSES

Assorted Canapes £4.50pp
Cheese Selection £4.50pp / Cheese Board for 10 people £25.00
Petit Fours £2.50pp



FB16FB

Set Menu 3 courses £28.00 choose from (Max choice of 3 starter, 3 Main, 3 dessert per function.)

Starters

Parsnip & Butterbean Soup (V) Potato &
Roasted Red Pimento soup (V) Prawn &
Crayfish Cocktail
Smoked Salmon with Beetroot & horseradish Chutney
Duck Rillettes & Balsamic Onion Confit
Parma Ham with Honeydew melon & Balsamic Reduction
Twice Baked Cheese Soufflé & Grape Compote (V)
Butternut Squash & Spinach Risotto (V)

Mains

(All Mains are served with Vegetables & Potatoes)
Beef Featherblade with Mushroom Lardons of Bacon & Stilton Sauce
Pork Tenderloin with Spiced Plum & Apple Sauce
Braised Duck Leg with Red & Yellow Pepper Confit
Sea Bream with Lemon & Dill Butter Sauce
Red Snapper Fillet with Olive Ratatouille Sauce
Lemon Sole Fillets with Smoked Haddock & Prawn Cream Sauce
Butternut Squash, Gruyere & Quinoa Roulade & Tomato confit Sauce (V)
Potato Gnocchi with Roasted Italian Vegetables and Basil Oil (V0)

Desserts

Fruits of the Forest Eton Mess (V)
Apple, Sultana & Cinnamon Strudel & Custard (V)
White Chocolate Mousse with Shortbread Base & Raspberry Coulis Centre (V)
Pecan Pie & Pouring Cream (V)
Cheese & Biscuits with Grapes & Chutney (V)

VEGETABLE & POTATO ACCOMPANIMENTS

(Please select 2 Vegetable Dishes and 1 Potato Dish)

Roast Potatoes	Baton Carrots
Chips Honey	Roast Parsnips
Sauté Lyonnaise Potatoes	Courgettes Provençal
Mash Potato	Cauliflower Cheese
Dauphinoise Potatoes	Braised Red Cabbage
Parmentier Potatoes	Broccoli
New Potatoes	Garden Peas

ADDITIONAL COURSES

Assorted Canapes £4.50pp
Cheese Selection £4.50pp / Cheese Board for 10 people £25.00
Petit Fours £2.50pp



FB16FC

Set Menu 3 courses £36.00 choose from (Max 3 starter, 3 Main, 3 dessert.)

Starters

Mushroom Soup with wild Mushroom confit & Truffle Oil (V)
Smoked Salmon Mousse with Mustard & Dill, Lemon dressing
Salad of Scallop & Crayfish with Lemongrass, Chilli & Coriander Dressing
Prosciutto, Bresaola & Italian Salami with Olive Tapenade
Duck Breast Salad with Plum & Apple chutney
Somerset Brie & asparagus Cheesecake & Truffle Dressing (V)

Mains

(All Mains are served with Vegetables & Potatoes)
Duck Breast with Spiced Orange Compote & Cointreau Sauce
Fillet of beef Wellington
8oz Sirloin Steak cooked Medium with Tomato & Portobello Mushroom with Stilton
Half Roast Guinea Fowl with Confit Tomatoes & Tarragon
Dover Sole on the Bone with Lemon & Nut butter
Barramundi Fish Supreme with Ginger & Shallot Sauce
Sesame Spiced Tuna Steak with Oriental Vegetables
Tagliatelle with Smoked Salmon & Crayfish Cream Sauce
Butternut Squash, Stilton & Spinach Risotto (V)
Parmesan Polenta Steaks with Tomato & Baby Corn Salad (V)

Desserts

Chantilly Trio of Mini Chocolate Desserts (V)
Individual Bramley, Sultana, & Cinnamon Pies with Amaretto Custard (V)
Brandied Oranges with Coffee Cream & Popping Candy (V)
Baileys Panna Cotta & Tia Maria Syrup (V)
Cheese & Biscuits with Grapes & Chutney (V)

VEGETABLE & POTATO ACCOMPANIMENTS

(Please select 2 Vegetable Dishes and 1 Potato Dish)

Roast Potatoes	Baton Carrots
Chips Honey	Roast Parsnips
Sauté Lyonnaise Potatoes	Courgettes Provençal
Mash Potatoes	Cauliflower Cheese
Dauphinoise Potatoes	Braised Red Cabbage
Parmentier Potatoes	Broccoli
New Potatoes	Garden Peas

ADDITIONAL COURSES

Assorted Canapes £4.50pp
Cheese Selection £4.50pp / Cheese Board for 10 people £25.00
Petit Fours £2.50pp



BUFFET MENU

FB16BA

£5.00 Assorted Sandwiches

£6.00 Add Chips & dips

£8.50 Add Fresh Fruit Selection

FB16BB

£14.00 min of 10

Seafood Platter

Cold Cut Meat Platter

Hot & Spicy Coated Prawns, Chicken & Chorizo Mini Skewers, Spanish Potato & Onion Tortilla

Assorted Dressed Salads

FB16BC

£14.00 min of 10

Specialist Cheese Board

Selection of Prosciutto, Bresaola, Mortadella, Salami

Sunblaze Tomato & Mozzarella Salad

Mixed Olives

Twisted Seeded Breadsticks

FB16BD

£14.00 min of 10

Caesar Salad & Grilled Chicken

Greek Salad of Peppers, Olives, Tomato, Cucumber, Onion, & Feta Cheese

Hummus, Taramosalata, Tzatziki, Tomato Salsa

Warm Pitta Bread

HOT FORK BUFFETS

from £8.50 per Guest

Bespoke fork buffets are available on request and can be tailored to your specific requirements.



FINGER BUFFET FOOD SELECTION

4 items £6.00
6 items £10.00
10 Items £14.00 - Chefs selection 10 items £12
15 Items £17.00 - Chefs selection 15 items £15
20 Items £20.00 - Chefs selection 20 items £17

FINGER BUFFET FOOD

FISH ITEMS

Mini Fish n Mushy Pea Rosti
Hot & Spicy Coated Prawns
Oriental King Prawn Rolls
Lightly Dusted Calamari bites

Popcorn Fish bites
Tempura Battered King Prawns
Mini smoked Salmon bagels

MEAT ITEMS

Mini Steak & Stilton Rosti
Mini Pepper Steak Pies
Chicken & Chorizo Mini Skewers
Mini Duck Spring Rolls
Chicken Tikka Split Sticks

Pea & Oak Smoked Bacon Turnovers
Mini Chicken Bacon & Leek Pies
Cocktail Sausage Rolls
Pulled Pork Hirata Buns
Mesquite Chicken Wings

VEGETABLE SELECTION

Monterey Jack Cheese & Onion Bites
Beetroot & feta Cheese Turnovers
Piccolo Mozzarella Sticks
Spanish Potato & Onion Tortilia
Onion Bhajis
Vegetable Brochettes
Seasoned Potato Wedges

Mini Savoury Puff Tarts
Mini Vegetable Samosas
Vegetable Dim sum
Sweet Potato Fries
Mini Vegetable Quiche Selection

CAKES & PASTRIES

Assorted Mini Tarts
Mini Chocolate Eclairs
Mini Strawberry & Cream scones
Macaroon Selection
Mini Patisserie Cake selection

Please inform when booking of all Allergies & Dietary Requirements your guests may have.



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 organizing 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.

All prices are quoted with VAT inclusive at 20%. The Club reserves the right to pass on any VAT increases.

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

