

13/15 Great Scotland Yard

London

SW1A 2HJ

Tel: 020 7930 4881

E-mail: [functions@civilserviceclub.org.uk](mailto:functions@civilserviceclub.org.uk)

Web site address: [www.civilserviceclub.org.uk](http://www.civilserviceclub.org.uk)

YOUR GUIDE TO OUR:  
MEETING FACILITIES  
CONFERENCES  
BUFFETS  
PRIVATE LUNCHESES/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.**

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](mailto:functions@civilserviceclub.org.uk)

[For reservations and enquiries book online via our website, call 02079304881 or email functions@civilserviceclub.org.uk.](#)

**Allergen information is available for all products please ask your server**

Some dishes can be tailored to accommodate dietary requirements, please speak to your server at time of ordering  
V Vegetarian, Ve Vegan and can be made Vegan, GF Gluten Free and can be made gluten free.



[http://maps.google.co.uk/maps?f=q&hl=en&q=sw la+2hj&ie=UTF8&z=16&ll=51.506706,-0.124143&spn=0.004995,0.021286&om=1](http://maps.google.co.uk/maps?f=q&hl=en&q=sw%20la+2hj&ie=UTF8&z=16&ll=51.506706,-0.124143&spn=0.004995,0.021286&om=1)

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## **MEETING/FUNCTION ROOMS AVAILABE 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 70 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.

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## 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 free of charge

Wireless Internet access available free of charge

Tea, filter coffee, biscuits £2.50 per person

Tea, filter coffee, pastries £4.50 per person

Fruit juice £3.50 per 1 litre Jug

Wine corkage £8.00

Champagne corkage £9.00

Port corkage £12.00

Spirit corkage £15.00

(Please be aware of 10% service charge on the top of costs of food and drinks)

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## **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

## **FUNCTION & MEETING MENU**

**The menu options are from the function menu**

£28.00 – 3 courses, £23.00 – 2 courses

Cheese board for 10 people - £40.00

Tea, filter coffee, mints - £2.50 per person

Plus 10% service charge on the top of costs of food

Please choose max 4 starters, 4 mains, 4 desserts per function

Final numbers for each dish need to be confirmed with us at least 3 working days before the date of your booking

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## FINGER BUFFET

4 Items = £6.00 per person

6 Items = £9.00 per person

8 Items = £12.00 per person

10% Service Charge added

Mini cheeseburgers

Mini chicken burgers

Cocktail sausage rolls

BBQ chicken wings

Mini steak and pepper pies

Mini cheeseburger crostini

Mini chicken, bacon, leek pies

Duck spring rolls

Chicken satay

Pork pies

Breaded jalapeño and cheese ✓

Vegetable spring rolls ✓, VE

Vegetable bruschetta ✓

Seasoned potato wedges ✓, VE

Mini Margherita pizza ✓

Chips ✓, VE

Monterey jack cheese and onion bites ✓

Breaded halloumi sticks ✓

Vegetable Kebab ✓, Ve

Mini vegetarian quiche ✓

Sweet potato curry bites ✓, Ve

Mini chocolate eclairs ✓

Mini strawberry and cream scones ✓

Mini fruit tarts ✓

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## MEETING PLATES

Assorted sandwiches on granary and white breads £5.00 per person

Assorted baguettes on granary and white baguettes £7.00 per person

Cheeseboard £5.00 per person

Fruit selection £2.00 per person

Chips £2.00 per person

Meat platter £6.50 per person

Cold seafood platter £6.00 per person

Vegetarian platter £5.00 per person

### Additional items

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.

Tea, filter coffee, biscuits £2.50 per person

Tea, filter coffee, pastries £4.50 per person

Tea, filter coffee, mints - £2.50 per person

Fruit juice £3.50 per 1 litre Jug

Wine corkage £8.00

Champagne corkage £9.00

Port corkage £12.00

Spirit corkage £15.00

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## HOT FORK BUFFET

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.

Hot Fork Buffet can be ordered for minimum 20 people.

### Buffet A - £14.00 per person

Chicken korma

Beef madras

Chick pea Rogan josh V, VE

Pilau rice V, VE, GF, onion bhaji V, VE, vegetable samosa V, Ve, naan bread V, poppadum's V, VE, mango chutney V

### Buffet B - £14.00 per person

Sweet and sour chicken

Black bean beef

Vegetable noodles V

Steamed rice V, VE, vegetable spring roll V, duck spring roll, prawn crackers, V, VE, hoi sin sauce

### Buffet C - £17.00 per person

Beef burgers

Hot dogs

Vegetarian burgers V, VE

BBQ Pork ribs

Spiced chicken wings

Sweet potato fries V, VE, seasoned wedges V, VE, coleslaw V, mixed salad V, VE

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## **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.

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

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