





30 Bruton Place,

LONDON

W1J 6NL

T: 020 7409 1728

F: 020 7491 1442

[guinea@youngs.co.uk](mailto:guinea@youngs.co.uk)

[www.theguinea.co.uk](http://www.theguinea.co.uk)

The Boardroom at The Guinea is an atmospheric pine panelled room located on the first floor of the historical building that dates back to 1423. Large bay window, patterned carpet and framed pictures of many influential people who used to live in this area of Mayfair enhance the atmosphere.

#### Capacity

The capacity of the room is 20 people seated around one oval table. Groups of up to 24 people can be seated around 2 rectangular tables

#### Day Delegate Rate

The Boardroom can be hired for meetings Monday to Friday, from 9am to 5pm. Day rate is **£60 per delegate**, and minimum of 8 delegates is required. Service charge of 12.5% will be added on top of the final bill.

Included in the package is following:

Morning Coffee & Pastries

2 Course Lunch (Starter & Main Course or Main Course & Pudding), *3 course lunch can be provided at extra charge*

Afternoon Tea & Biscuits

#### Sample Menu

Tomato & Basil Soup (*served hot or cold*)

Rocket, Parmesan & Balsamic Onion Salad



*3 times National Champion* Steak & Kidney Pie, *Homemade Chips*

Steak & Mushroom Pie, *Homemade Chips*

Pan Fried Calves Liver *with Pancetta and Onion Hash, Maple jus*

Roast Cod, *Sweet Potato Mash and Creamy Mustard Sauce*

(v) Risotto Primavera



Dessert of the Day

Ice Cream

#### Equipment available:

42" inch plasma screen (the laptop or iPad must be supplied by the organizer)

iPod docking station (the iPod or mp3 player must be supplied by the organizer)

Flipchart

#### Decorations

Fresh flowers are supplied by The Guinea. We can also provide place cards or personalized menus at no extra charge.

For more photos of the Boardroom go to <http://theguinea.co.uk/the-guinea-gallery.php?gallery=3821>

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All Boardroom reservations, provisional or confirmed, are subject to the following Terms and Conditions.

NAME: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

SUBSCRIBE TO GUINEA NEWSLETTER: YES / NO

DATE OF EVENT: \_\_\_\_\_

OCCASION: \_\_\_\_\_

HOST NAME: \_\_\_\_\_

ARRIVAL AT: \_\_\_\_\_

SITTING DOWN AT: \_\_\_\_\_

NO OF GUESTS: \_\_\_\_\_

**Confirmation of final numbers is required 24 hours prior to the function. The Client will be charged on the basis of the confirmed number of guests. If a confirmation is not given, the Client will be charged for the number of guests stated in the most recent correspondence.**

CREDIT CARD DETAILS

Please note this card will be charged in the event of late cancellation, no show, damage or if the full bill is not settled on the day of the event. Your reservation can not be confirmed without valid credit card guarantee.

CARDHOLDER NAME: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SECURITY NO: \_\_\_\_\_

MENU SELECTION: (circle the appropriate)

2 Course Lunch (Starter + Main Course)

2 Course Lunch (Main Course + Dessert)

Extra Course: Starter (£8) Dessert (£6)

SPECIAL DIETARY REQUIREMENTS: \_\_\_\_\_

DRINKS SELECTION:

SOFT DRINKS: \_\_\_\_\_

WHITE WINE BIN No: \_\_\_\_\_

RED WINE BIN No: \_\_\_\_\_

PORT / DESSERT WINE: \_\_\_\_\_

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OTHER REQUIREMENTS:

ROOM SET-UP REQUIREMENTS: \_\_\_\_\_

(Maximum of 20 guests around 1 table, party of 24 will be seated around 2 tables)

NAME CARDS REQUIRED: \_\_\_\_\_

ACCESSIBILITY REQUIREMENTS: \_\_\_\_\_

By signing below you confirm you read and agree to the Terms and Conditions.

NAME IN PRINT

SIGNATURE:

DATE:

**TERMS AND CONDITIONS**

As on 1<sup>st</sup> January, 2013

**CHARGES**

1. All charges are inclusive of VAT at the standard rate
2. All charges are subject to 12.5% service charge
3. The Guinea reserves the right to change the content of the menu without prior notice

**ROOM HIRE**

Minimum number of guests required: 8

Room hire charge: £60.00 per person below the minimum required

**ROOM HIRE TIMES**

Monday to Friday: 09:00 – 17:00

**CONFIRMATION**

1. All bookings are treated provisional until a completed booking form including credit/debit card details has been received.
2. Confirmation of final numbers is required 24 hours in advance
3. This confirmed number is the minimum number for which you will be charged

**CANCELLATION**

1. 15 – 21 Days prior to the function - £125.00 cancellation fee is applicable
2. 8 - 14 Days prior to the function - £250.00 cancellation fee is applicable
3. 0 - 7 Days prior to the function - £500.00 cancellation fee is applicable

**BILL PAYMENT**

1. The entire bill must be settled on the date of the event
2. Settlement can be either by personal or company credit card or by cash
3. **The Guinea will only accept a maximum of 3 credit/debit cards against a single bill.**

**DAMAGE OR LOSS**

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The Guinea will make a charge for excessive damage or breakages.

**PRICES**

1. The Guinea reserves the right to change prices currently stated
2. Prices quoted at the time of booking will be honored.

**PLEASE NOTE**

1. As per the Liquor Licensing Law, members of The Guinea staff will be unable to serve liquor to any intoxicated person either in the Bar or in The Boardroom
2. The Guinea reserves the right to refuse entry into the premises of any members of any party who are intoxicated.
3. If such a situation arises and the function is cancelled, it will be treated as a late cancellation and the following charge is applicable:  
£500

**PLEASE SIGN BELOW TO CONFIRM YOU AGREE WITH THE ABOVE TERMS AND CONDITIONS**

NAME IN PRINT

SIGNATURE:

DATE:

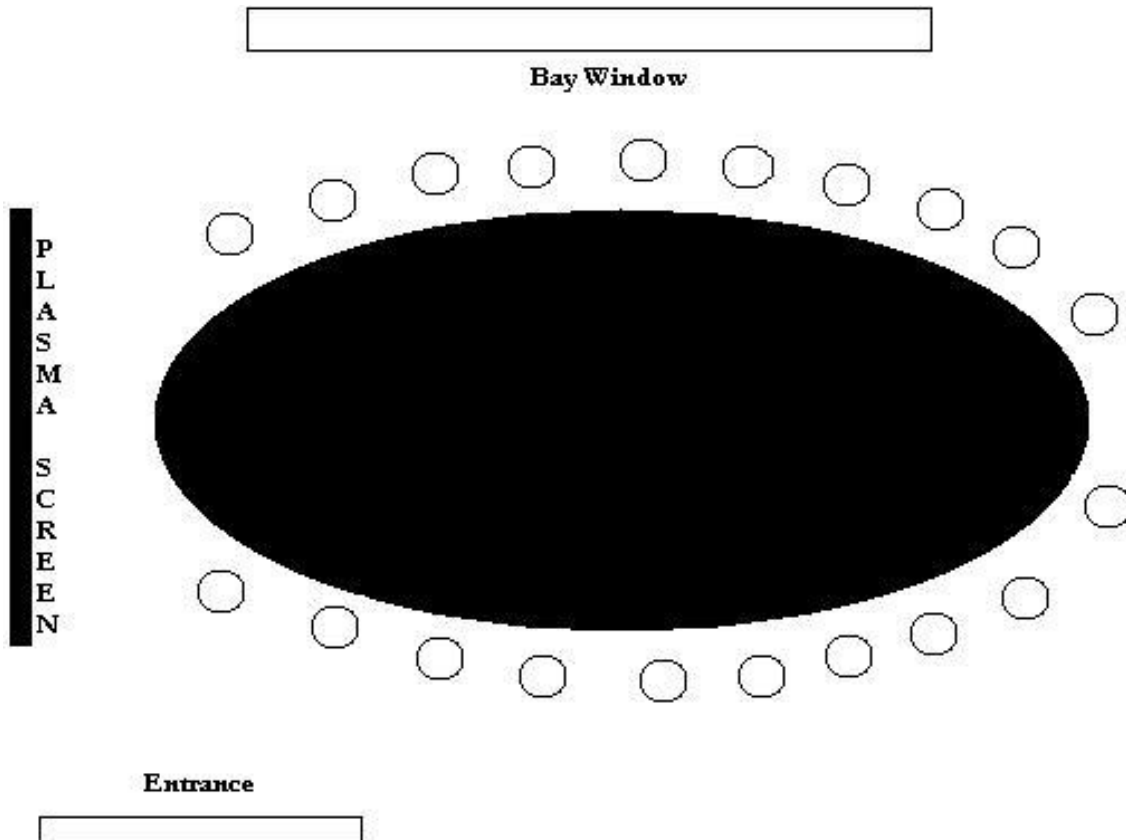
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*Table set up – maximum 20 people*





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*Table set up – maximum 24 people*

