

THE GUINEA GRILL

Est. 1952



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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

Pumpkin soup, Blue Cheese Cream

Rocket, Parmesan & Balsamic Onion Salad

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

Steak & Mushroom Pie, *Homemade Chips*

Pork Escalope *with Sage Butter, Roast Carrot Purée and Apple Mash*

Sea bass *with Chili Greens and Aubergine Crisps*

Dessert of the Day

Ice Cream

Equipment available:

42" inch plasma screen (the laptop 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.

30 Bruton Place, LONDON W1J 6NL

T: 020 7409 1728; F: 020 7491 1442

guinea@youngs.co.uk www.theguinea.co.uk

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

HOST:

POSITION WITHIN COMPANY:

ORGANIZER:

POSITION WITHIN COMPANY:

NAME OF THE COMPANY:

ADDRESS OF THE COMPANY:

TELEPHONE NO:

FAX NO:

EMAIL:

SUBSCRIBE TO GUINEA NEWSLETTER: YES / NO

DATE OF FUNCTION:

NUMBER OF GUESTS EXPECTED: _____ (MINIMUM OF 8, MAXIMUM OF 24 PEOPLE)

ARRIVING AT:

FOOD SERVED AT:

Confirmation of final numbers is required 24 hours prior 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 ARE **REQUIRED** FROM CLIENT TO CONFIRM THE RESERVATION. This card will be charged in the event of late cancellation. The bill must be settled at the end of the event, any outstanding balance will be charged on the night of the event to the card provided.

CARDHOLDER NAME:

CC NUMBER:

EXPIRY DATE:

VALID FROM:

ISSUE NO:

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)

DRINK SELECTION

WATER / SOFT DRINKS:

WHITE WINE BIN No:

RED WINE BIN No:

PORT / DESSERT WINE:

Our sommelier Farid will be delighted to help you choose the right wine compliment the menu. No wine, other than that provided by The Guinea is permitted for consumption on the premises.

OTHER REQUIREMENTS:

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ROOM SET-UP REQUIREMENTS:

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

NAME CARDS REQUIRED:

SPECIAL DIETARY REQUIREMENTS:

ACCESSIBILITY REQUIREMENTS:

Fresh flowers and candles are provided by The Guinea at no extra charge. *Please note these are property of the Guinea Grill and will be charged to the above card (charge of up to £70) if removed by a member of the party without our consent.*

Place cards can be supplied by The Guinea at no extra charge.

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

NAME IN PRINT

SIGNATURE:

DATE:

TERMS AND CONDITIONS

As on 1st January 2012

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

1st JANUARY 2012 – 24TH NOVEMBER, 2012

Minimum number of guests required:

Lunch Parties

Minimum 8

No Room Hire Charge

Dinner Parties

12 people and above

No Room Hire Charge

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

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JANUARY 2011 – 24th NOVEMBER 2012

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

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:

i. JANUARY – 24th NOVEMBER 2012 - £500.00

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

NAME: _____ **DATE:** _____

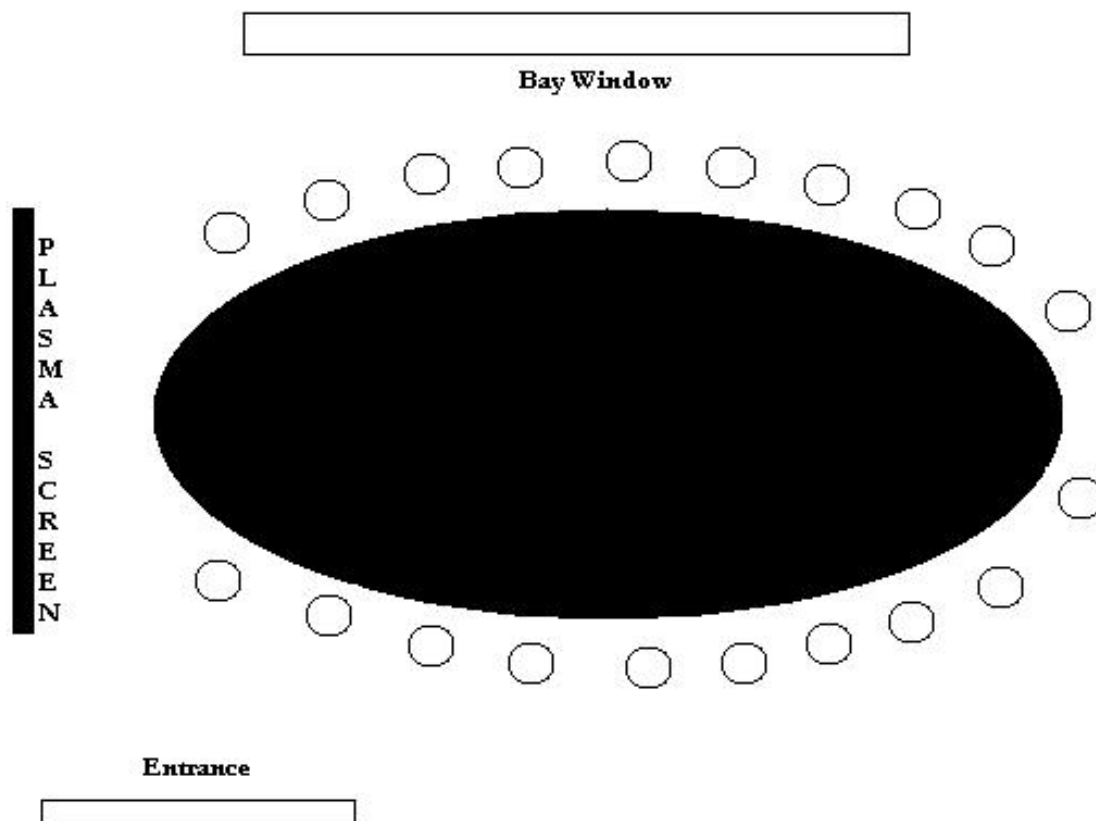
SIGNATURE: _____

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Table set up – maximum 20 people

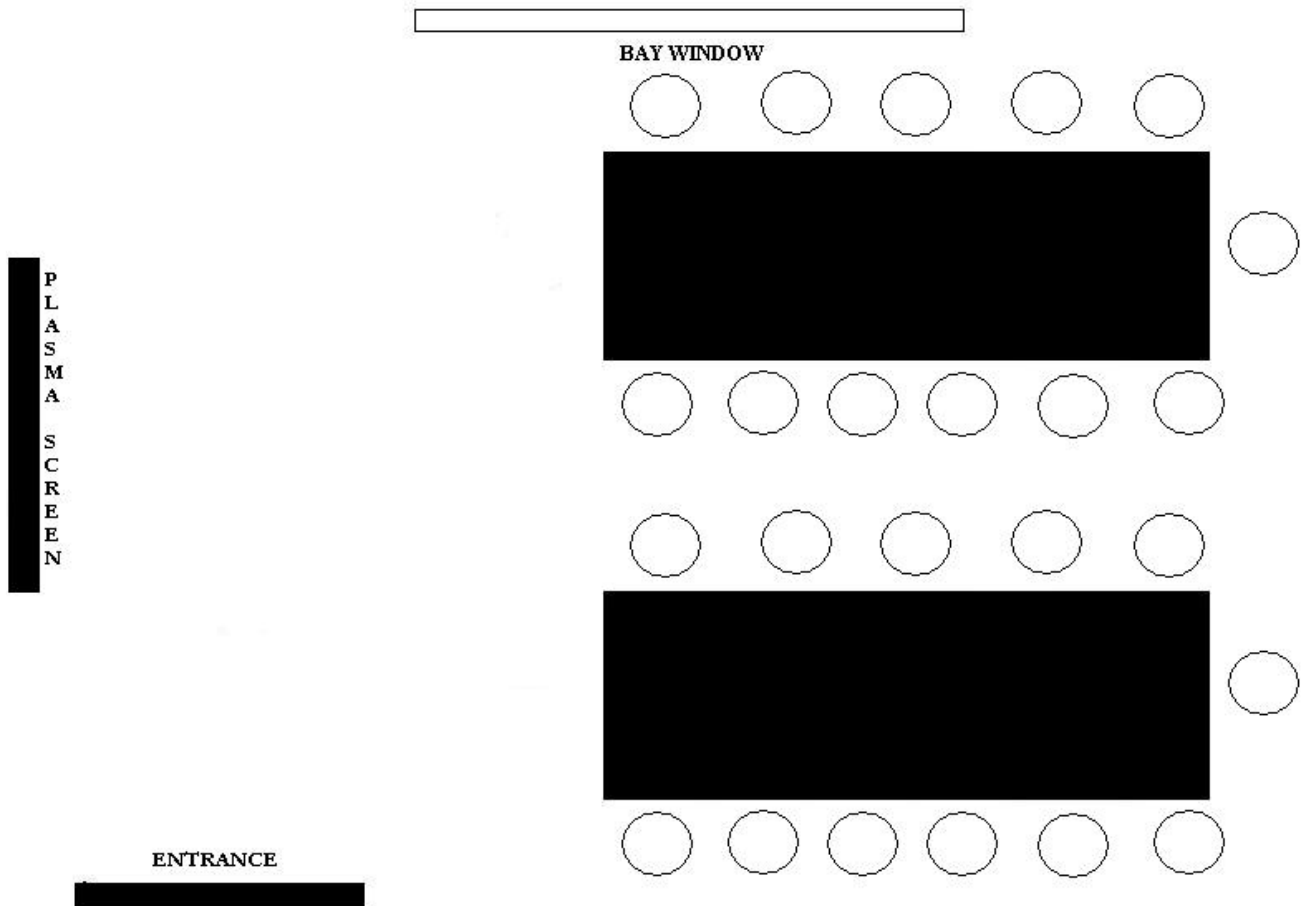


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Table set up – maximum 24 people



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