

ANCILLARY ITEMS

REFRESHMENTS

Tea and coffee	£3.00 per person
Tea, coffee and Danish pastries	£5.00 per person
Mini bacon baps <i>This is based on 2 per person</i>	£3.50 per person
Tea, coffee and biscuits	£3.50 per person
Tea, coffee and sandwiches	£6.50 per person
A selection of sandwiches <i>This is based on 1 round per person.</i>	£5.00 per person
Afternoon tea with a selection of cakes	£6.50 per person

An additional labour charge will be levied for orders of less than 50.

MENU TASTINGS

Tastings are available for events (minimum of 150 guests) once the booking has been confirmed. These take place at lunch time, Monday to Thursday for a maximum of 2 people. If you would like to bring more guests for the tasting there will be a charge of £35 per head. Please call the catering office (0207 797 8230) to arrange a suitable time. Tastings for smaller events can be arranged but a charge will be levied.

CAKE SPECIALISTS

The Yummy Cake Company Contact Joanna Walton on 0208 289 5141 / 07739 074 028 / Joanna@yummycakecompany.co.uk / www.yummycakecompany.co.uk

Savoir Design Tel: 020 8978 5555 / info@savoirdesign.com / www.savoirdesign.com

Konditor & Cook can also cater for most wedding requirements using their finest ingredients. Contact Ben Leask on 020 7261 0456 / www.konditorandcook.com

WINE SAMPLES

We are happy to supply any wines from our list at cost price for you to try. This is subject to availability with a maximum of 4 bottles, please ask your event manager for the samples.

ENTERTAINMENT & EVENT SERVICES

The Catering Department can organise various services, which will help your function run smoothly.

TOASTMASTER

We are happy to recommend David Collins or a reliable member of his team as a toastmaster for your event. He can be contacted on 01375 643156, or you can email him at toast.master@virgin.net

ENTERTAINMENT

One of the best **discotheque** services in London can be booked through **Steve Thomas** at **Gumball Events**. Tel: 020 8886 2002 / steve@gumballevents.com / www.gumballevents.com

'**Innovation**' **dance band** come recommended and can be reached through **Geoff Isaacs**. Tel: 020 8304 2358 / geoffissacs@ntlworld.com / www.innovationband.com

For magicians, caricaturists, fun casinos, and other corporate entertainment contact **Bruce Munton** at **Beyond Entertainment** / Tel: 020 8879 4050
www.beyondentertainment.co.uk

For some more great ideas for entertainment, take a look at **Young Guns Ltd** (www.younggunsuk.com) who can provide a range of entertainment from classical and jazz to contemporary bands and world music. Contact **Laura Jane Davies** on 0208 672 7630 or email ljdavies@younggunsuk.com

Having played here on a number of occasions, we are happy to recommend **the Jazz-a-belles**, a fantastic all girl four-piece Jazz band who create an atmosphere by moving around amongst the guests during your function. Contact their agent **Jillie Bushell Associates** on 020 7582 3048.

Prelude Entertainment manage various acts and can be contacted on 01883 344 300

If there is something specific you are looking for please ask your event manager.

THEMING

GDC Themed Events Ltd offers a wide variety of ideas for an alternatively styled party. Call them on 020 8547 3682 for further details or email on info@gdc-events.co.uk.

We can hire Flambeaux Lamps for the main entrance at a cost of £165.00 each which last up to 8 hours.

PARTY EXTRAS

London Heritage Travel Ltd has a fleet of Route Master Buses to transport you to the venue or as a decorative talking point at your function. Please call them on 01353 863273 or take a look at their website www.london-heritage-travel.com

Wellwishes video kiosks are a wonderful way for friends and family to record their personal messages at your party. Please call on 0845 644 8028 or alternatively look at the website- info@wellwishes.co.uk

PHOTOGRAPHERS

Yael Schmidt

Tel: 0786 332 1541
yaelschmidt@yahoo.com

Ruth & Oliver Jones Photography

Tel: 02920 635 804
www.oliverjones.co.uk

Gavin Hart - The Wedding Photographer

Tel: 020 8360 7997
www.gavinhartphotography.co.uk
gavinhartphoto@aol.com

The Studio without Walls

Tel: 01763 289 703
www.thestudiowithoutwalls.co.uk

FLOLISTS

We suggest that you contact them directly to ensure that they can meet your personal requirements.

Laurels	Tel: 0207 828 2313
Karen Woolvern Designs	Tel: 07919 441 752 karen@kwfloraldesign.co.uk
JW Flowers	Tel: 0207 735 7771 www.jwflowers.com
Bloomsbury	Tel: 0207 242 2840

FIREWORKS

We allow fireworks in the garden as long as they are finished before 11pm and we only allow Dynamic Fireworks who have done displays at Inner Temple in the past. Contact Roy Birnie on 01206 762123 / 07714 951670. Alternatively you can email sales@dynamicfireworks.co.uk. Visit their website: www.dynamicfireworks.co.uk for more information.

TAXIS

The Inner Temple is happy to recommend the following companies which can be contacted directly and can be booked by credit card.

WestOne:	020 7880 1066
Addison Lee:	020 7387 8888
ComCab:	020 7432 1432

TO ENHANCE YOUR EVENT

DECORATIONS

Candelabra (Silver-plated, Georgian style with Ivory coloured candles)	£5.00 each
Storm Lanterns - large candles in large glass vases can be placed On the window sills in the Luncheon Room and Parliament Chamber	£8.00 each

STATIONERY

Name Cards (Pegasus Emblem) are provided without printing. Please ask the Catering Department for a sample. Name cards are charged at 50p per card. If you would like us to print the name cards, the charge is £1.50 per name card.

Menu Cards (Pegasus Emblem) including printing are £1.60 per menu. Samples can be provided on request.

PRINTING

For stationary printers for items such as invitations and table plans we recommend GT Print (01322 431294), Bridge & Company on Chancery Lane (020 7405 1118) or Postglow Printers Ltd (020 8539 7559)

LINEN

The provision of white or cream tablecloths and napkins is included in the menu price. If you require coloured linen, this can be hired in at an extra cost.

Buttermilk chair covers are available to hire for the Blue Leather chairs at a cost of £5.50 per chair. These covers create a very elegant effect in the room.

FURNITURE

The use of Inner Temple furniture is included in the price of the rooms, however should you have specific requirements we are happy to hire in furniture at an extra cost. Your Catering Manager will be happy to provide a quote.

GARDEN GAMES

For all garden events we can provide the following games: Giant Chess/Drafts, Jenga and Connect 4 which are free of charge. If you would like to use them please request them from your event manager.

OTHER POINTS

PARKING

Parking is normally available after 18:30 hours on weekdays and at any time at the weekends. If parking is necessary before 18:30 a permit will be required at a cost of £20.00 for a day or £11 for half a day. Spaces are available at this time on a first come, first served basis, as places cannot be reserved.

LABOUR

The provision of labour is included in the menu price and cloakroom personnel are included in the hire of rooms. Should you require extra labour in the form of security or reception staff, please contact your Catering Manager.

REGISTRY OFFICE FOR CIVIL CEREMONIES

Islington Registry Office is our closest registry office, their address is:
Islington Town Hall, Upper Street, London, N1 2UD
Tel: 020 7527 6350 Fax: 020 7527 6308

Please note you must book the registrar yourself.

AV EQUIPMENT HIRE PRICE LIST

All Prices are based on 1 day hire. There is an additional cost for set up, break down and delivery which will be quoted for separately. All prices include VAT.

Luncheon Room - PA system 2 speakers with table top or floor Microphone (Additional mics are available see above for pricing)	£85.00
Parliament Chamber - PA system 2 Speakers with table top or floor microphone (Additional mics are available see above for pricing)	£105.00
Hall PA system with 4 speakers and Microphone	£175.00
Microphone, table top	£17.50
Microphone, radio	£40.50
Microphone, floor standing	£17.50
Microphone, lapel	£40.50
Staging	£25.00
Floor standing lectern	£58.00
Table top lectern	£12.00
Power point projector	£60.00
Power point projector	POA
Screen 6ft (suitable for Parliament Chamber and Luncheon Room)	£35.00
Screen 8ft (Suitable for Hall)	£35.00
Screen 10ft	POA
Conference telephone (including national calls only. International calls POA)	£50.00
CD player in Hall only	£17.50
MP3 connection in Hall only	£17.50
Plasma screens available in various sizes with stand	POA
TV and Video unit	POA
Technician rate (minimum 3 hours) £50.00 an hour thereafter	£120.00
Technician day rate	£290.00