

ANCILLARY ITEMS

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 £40 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.

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.

CAKE SPECIALISTS

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

TO ENHANCE YOUR EVENT

DECORATIONS

Candelabra (Silver-plated, Georgian style with Ivory coloured candles)	£5.50 each
Storm Lanterns - large candles in large glass vases can be placed On the window sills in the Luncheon Room and Parliament Chamber	£8.65 each

STATIONERY

Name Cards (Pegasus Emblem) are provided without printing. Please ask the Catering Department for a sample. Name cards are charged at 60p per card. If you would like us to print the name cards, the charge is £1.70 per name card.

Menu Cards (Pegasus Emblem) including printing are £1.80 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)
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 £6.00 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.

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

Prelude Entertainment has been providing top quality entertainment for over 25 years. Whatever you are looking for, classical or contemporary, formal or funky, we offer inspired suggestions to suit both the occasion and the venue. Tel: 0208 660 6647

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

Dark Blues Management supply entertainment for all kinds of events, from corporate and private events through to product launches and exhibitions.

Tel: 01582 842226 / info@darkblues.co.uk / www.darkblues.co.uk

Jillie Bushell Associates is an Entertainment and Speaker Agency have been established for over 18 years. With a huge selection of acts to choose from, whether it be background music, meet & greet entertainment, magicians, party bands, comedians or speakers they are sure to have the perfect entertainment for your event. Visit www.jilliebushell.com for more ideas or e-mail info@jilliebushell.com or call 0207 582 3048

Take a look at **Young Guns Ltd** for some more great entertainment ideas, ranging from classical and jazz to contemporary bands and world music.

Tel : 020 7733 6253 / enquiries@younggunsuk.com / www.younggunsuk.com

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 £210.00 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

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
Douglas Fry	Tel: 020 7193 9446 / Mobile 07802 613 929 www.douglasfry.com
Mpp Image Creation	Tel: 0207 828 2238 / Mobile 07771 824 488 www.mppimagecreation.com miranda@mppimagecreation.com

FLORISTS

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

Laurels	Tel: 07795 364 154 natasha.laurels@sky.com
Karen Woolven Designs	Tel: 07919 441 752 karen@kwfloraldesign.co.uk www.kwfloraldesign.co.uk
JW Flowers	Tel: 0207 735 7771 www.jwflowers.com
Bloomsbury	Tel: 0207 242 2840 info@bloomsburyflowers.co.uk

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 **Nigel Claydon** on 01206 762123 / 07770 866 344. 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

INSURANCE

Event Insurance Services will provide insurance for your function, please telephone on 01425 470360 or email info@events-insurance.co.uk.
For more information visit their website: www.events-insurance.co.uk

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)	£91.25
Parliament Chamber - PA system 2 Speakers with table top or floor microphone (Additional mics are available see above for pricing)	£113.25
Hall PA system with 4 speakers and Microphone	£190.00
Hearing loop available in the hall only	POA
Microphone, table top	£18.30
Microphone, radio	£43.50
Microphone, floor standing	£17.95
Microphone, lapel	£43.50
Staging	£27.15
Floor standing lectern	£64.00
Table top lectern	£12.85
Power point projector	£65.15
Power point projector	POA
Screen 6ft (suitable for Parliament Chamber and Luncheon Room)	£37.85
Screen 8ft (Suitable for Hall)	£37.85
Screen 10ft	POA
Conference telephone (including national calls only. International calls POA)	£53.85
CD player	£18.30
MP3 / iPod connection	£18.30
Plasma screens available in various sizes with stand	POA
TV and DVD player	POA
Technician rate (minimum 3 hours) £50.00 an hour thereafter	£129.15
Technician day rate	£312.65
Recording of Speeches (Excluding the cost of a technician)	£80.00

