



SADDLERS' HALL

DAY DELEGATE PACKAGES

Home to the Worshipful Company of Saddlers', Saddlers' Hall has a variety of event spaces, all set just a few yards from St Paul's Cathedral, off an ancient byeway.

This exclusive livery hall with its beautiful interior spaces built in a neo-classical style, bespoke furniture and historical antiquities can accommodate different private and business events, from conferences to canape receptions. .

40 Gutter Lane, London EC2V 6BR

Day Delegate Packages at Saddlers' Hall

We are delighted to be able to offer fully inclusive day delegate packages from £50.00 + VAT per delegate.

The packages are fully inclusive of:

- **Exclusive hire of the whole premises for your event as below**
 - Access from 7.00 am for set up, guests occupation 9am-4.00pm, Hall clear by 5.00pm
 - Additional hours can be arranged at £200 per hour, or part thereof
 - **Catering as follows:**
 - Tea, coffee, juice and mini baked goods on arrival
 - Mid-morning break with tea, coffee and homemade biscuits
 - Lunch (as detailed)
 - Soft drinks with lunch (orange juice and apple juice)
 - Afternoon break with tea, coffee and homemade cakes
 - **Basic AV package including:**
 - Audio System (3 Wireless Handheld Microphone, 2 Lapel Wireless Microphone, Pc/Ipod Audio Input & Lectern)
 - Services (Delivery & Collection, Set-up, Test & De-rig)
- Cloakroom facility
 - Furniture hire (round tables, long tables and chairs)
 - Linen for the buffet points and refreshments
 - Catering management and service staff
 - Catering equipment including Villeroy & Boch China and Levite cutlery
 - Iced tap water, glassware and mints

The Packages don't include:

- Additional occupation hours
- Additional and alcoholic drinks
- Additional furniture and linen
- Additional AV equipment
- Additional meals for organisers, presenters etc.
- After conference reception (available at an additional cost)
- Meals for any staff, organisers etc.
- VAT



Saddlers' Hall Details

Saddlers' Hall is the home of the Worshipful Company of Saddlers, situated off an ancient byway in a position it has occupied for over 600 years.

The Hall is the ideal setting for a unique corporate event, with a range of versatile areas. With excellent City connections, beautifully furnished rooms and high-speed wifi, the venue will suit all your requirements.



Great Hall

Blessed with huge stained glass windows, the room is filled with natural light. The Hall can accommodate a maximum of 150 diners using the Horseshoe with Sprig layout.

Wardens Room

For use as a breakout, reception or meeting space for 12.

Tunnel and Ante Room

Both can be used as a breakout or reception space.

Court Room

Combines with the Livery Room and Wardens Room to accommodate up to 200 guests. Separated, it is an ideal formal setting for key business meetings or presentation.

Livery Room

With windows on 2 sides, an elegant flexible room suitable for receptions, presentations, meetings and seated meals.

Room	Theatre	Cabaret	Classroom	Boardroom	U-Shape	Receptions & Buffets
Great Hall	150	70	80	60	60	250
Livery Room	60	30	48	36	32	80
Court Room	50	24	36	28	25	60
Wardens Room	NA	NA	NA	8	NA	NA
Tunnel Room	NA	NA	NA	12	NA	NA

Working Finger Buffet Menu 1

This carefully balanced menu offers a wide selection of easy to eat dishes suitable for stand up lunches. There is an interesting range of meat, fish and vegetable based items to suit all tastes.

The food would be displayed on contemporary tiered food stations from which guests can help themselves.



Cold Dishes

Toasted Ciabatta Selection

Parma Ham, Mozzarella and Basil Butter
Guacamole and Toasted Pinenuts (v)

Filled Savoury Croissants

Salmon, Cream Cheese and Dill
Woodland Mushroom and Cheddar (v)

Grilled Beef Skewers

Cherry Tomatoes and Béarnaise

Smoked Trout Tartlets

Crème Fraiche

Basket of Crudité

Carrot, Celery, Radishes, Asparagus, Baby
Corn, Grissini
Broad Bean Dipping Sauce

The Salad Bowl Selection

Chicken Caesar

With Croutons, Parmesan and Egg

Spiced Lentil, Bulgur Wheat and Pomegranate Seed (v)

With Ricotta

Heritage Tomato, Red Onion and Basil Salad (v)

Pesto Dressing

Sweet Items

Platters of Prepared Fairtrade Exotic Fruits

For Finger Eating

Dark Chocolate and Cherry Brownie

To Finish

Fairtrade Coffee or Tea

Selection of Teas and Infusions

@ £61.00 + VAT per person based on minimum of 100 guests
@ £67.00 + VAT per person based on minimum of 80 guests
@ £75.00 + VAT per person based on minimum of 60 guests

A La Carte Fork Buffet Lunch Menu 2

We invite you to choose your own favourites from the following a la carte selection for the lunch..

On Arrival

Fairtrade Morning Coffee or Tea
A Selection of Breakfast Pastries



Midmorning

Fairtrade Morning Coffee or Tea
With a Selection of Home-made Biscuits

Fork Buffet Lunch

Choose 1 main dish from the following:
Cornfed Chicken With Woodland Mushrooms
With Creamy White Wine Sauce & Savoury Rice

Smoked Haddock And Broccoli Fish Pie
With Parsley Sauce, Cheese Mashed Potato Topping

Fillet Of Beef Stroganoff
With Savoury Rice, Sour Cream & Paprika

Venison Carbonnade
Wholegrain Mustard Croutes & Champ Potatoes

Tuscan Lamb
With Artichoke Hearts, Tomatoes & Red Wine

Salmon And Rocket Saffron Risotto
Cherry Tomatoes & Fine Herbs

Additional dishes may be chosen from this section at a supplement of £5.00 per person for all guests.

Choose 1 Vegetarian/alternative dish from the following:
Spiced Spinach Pancakes
Fine Herb Salsa

Butternut Squash And Pinenut Risotto
Parmesan Shavings

Wild Mushroom Gallette
Sour Cream

Watercress Roulade
With Cream Cheese, Sunblushed Tomatoes And Pine Nuts

Ricotta And Courgette Canelloni
Four Cheese Sauce

Feta, Aubergine And Sweet Pepper Tian
Tamarind Salsa

Additional dishes may be chosen from this section at a supplement of £4.00 per person for all guests.

A La Carte Fork Buffet Lunch Menu 2 - continued

Choose 2 Accompaniment dish from the following:

Mini Salt Baked Potatoes
Sour Cream And Chive

Penne Pasta
Peas, Sweet Pepper And Pesto

Caesar Salad
With Cos Lettuce, Parmesan Shavings
Croutons

Salad Nicoise
Beans, Tomato, Egg And Cucumber

Little Gem Salad
Cherry Tomatoes, Cucumber And Spring Onion
Medley Of Green Vegetables

Additional dishes may be chosen from this section at a supplement of £2.00 per person for all guests.

Choose 1 Dessert from the following:
Pavlova Of Tropical Fruits
Passion Fruit Dressing

Caramelised Lemon And Almond Tart
Chantilly Cream

Mocha Chocolate Profiteroles
Chantilly Cream

Raspberry And Blueberry Cheesecake
Red Fruit Compôte

Chocolate And Cherry Brownie
Cinnamon Cream

Additional dishes may be chosen from this section at a supplement of £4.00 per person for all guests.

Mid Afternoon

Fairtrade Afternoon Tea or Coffee
With Homemade Cakes

All Menus include:-

- Selection of Handmade Breads with Butter
- Speciality British Farmhouse Cheeses
- Served With Seasonal Fresh Fruit and Cheese Biscuits
- After Lunch Fairtrade Coffee and a Selection of Teas and Infusions



@ £63.00 + VAT per person based on minimum of 100 guests
@ £69.00 + VAT per person based on minimum of 80 guests
@ £77.00 + VAT per person based on minimum of 60 guests

After Conference Reception

After Conference Cocktail Party and Drinks Package

This package is only available as an addition to a full Day Delegate Package (please note that this does not include the hall hire required for additional hours).

Canape Menu

Warm Selection

'Steak and Chips'

Homemade Tomato Ketchup

Wild Mushrooms

On Mini Toasted Crumpets

Speciality Cumberland Sausages

Honey, Thyme and Wholegrain Mustard

Cold Dishes

Pea Puree and Asparagus

On Minted Shortbread

Scottish Smoked Salmon Tiny Sandwiches

Lemon Zest and Black Pepper

Side Tables

Hand Cut Beetroot, Parsnip, Carrot and Potato Crisps

Drinks Package

Nutbourne Sussex Reserve 2014

Award winning English wine from West Sussex – wonderful, crisp and dry with lasting fruit and elderflower

Angove Organic – Shiraz, Cabernet, McLaren Vale 2014

Robust, full bodied Australian wine

Kronenbourg 1664

Sparkling Elderflower and Mint

Orange Juice and Jugs of Iced Tap Water

If you wish to upgrade to Sparkling Wine, Nutty Brut 2013, this is available at additional £4.00 per person

@ £22.00 + VAT per person based on minimum of 100 guests
@ £23.00 + VAT per person based on minimum of 80 guests
@ £25.00 + VAT per person based on minimum of 60 guests

This package is based on 1.5 hour drinks package.



Additional Details

Audio Visual Equipment

The Day Delegate Package includes a basic AV package as below

Audio System:

- 3 Wireless Handheld Microphone, 1 Wireless Lapel Microphone, Pc/Ipod Audio Input and Lectern Services:
- Delivery & Collection, Set-Up, Test & De-Rig

Please contact us for additional AV options and costs, such as

- Technician, larger stage, additional microphones, projector and screen, 47" – 65" large displays, laptop and presentation control

Menu Upgrade

Please choose optional upgrades from below options (price per person for all delegates)

- Bacon rolls with lettuce & tomato (and vegetarian alternative) on arrival at £4.00 per person
- Fresh fruit skewers on arrival at £2.00 per person
- House wines available at lunch at £6.00 per person

Wine and Bar Drinks

We have included soft drinks (orange juice, apple juice and iced tap water) for the lunch and iced tap water would be available throughout the day. If you wish to have wines or other soft drinks served, these can be provided on consumption basis.

Meals for Entertainers, Staff etc.

If you require us to provide meals for any staff or entertainers we can provide either:

- Same meal as guests at £4.00 less than the day delegate rate
- Sandwiches and light refreshments only at £8.50 per person

Chefs, Management and Staffing

Our Special Events Manager will take full responsibility for your event ensuring every detail is arranged and co-ordinated exactly as you want it. Throughout the event our staff are there to provide attentive, discreet and smiling service to ensure your event is the very best.

Furniture

Saddlers' Hall has all the furniture required (chairs, round and long tables).

Linen

Standard white or ivory table linen for the buffet and refreshments is included in the menu price. Additional or coloured linen can be provided at extra cost. Cloths for cabaret set up can be provided at £16.00 per table.

Other Details

Numbers

Prices are based on the number of guests stated. If your numbers drop, our overheads do not reduce in the same proportion and therefore our menu prices will increase. Once you confirm your booking, this is the number that we will work on. Please notify us of any change in this number as soon as possible and at the latest by 5.30pm one week before the event. Under our terms the number cannot be reduced after that date, as we will have started to order food and have scheduled staff.

Terms of Payment

A written confirmation and a £500.00 booking fee is required to secure the booking. We then require 70% of the total expected charge to be paid before the event. The balance is due within three weeks of our invoice being presented.

Terms and Conditions

We draw your attention to the full Terms and Conditions detailed on the back of this estimate under which we agree to provide catering services.

