



UK CHAMBER
of SHIPPING



UK Chamber of Shipping
Venue Hire & Catering Hospitality

30 Park Street
SE1 9EQ

Welcome

Please have a look through our events brochure to view our facilities, differing room capacities and rates here at the UK Chamber.

Our meeting rooms are available Monday to Friday 9.00am to 5.00pm.
With prior notice evening meetings and receptions can be arranged till 8.30pm.

Should you have any queries, questions or are looking for further advice please do not hesitate to contact either:



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or



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aim
An Assurance of Excellence
Making Meetings Better



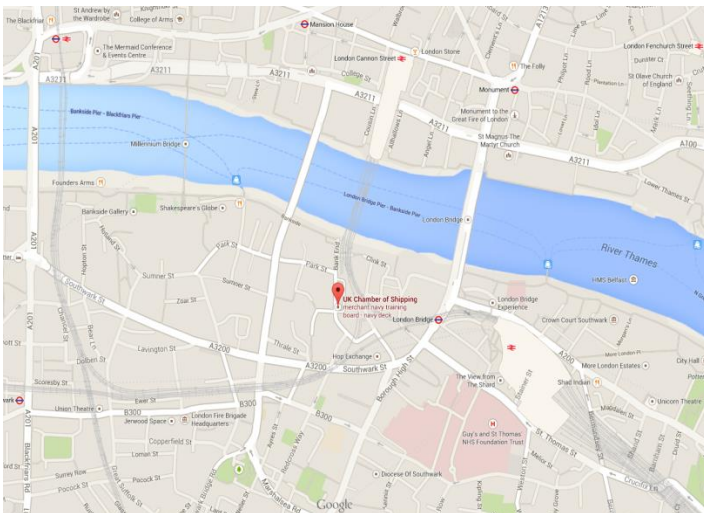
Location

The UK Chamber of Shipping is located at 30 Park Street, at the heart of Bankside with Borough Market located conveniently close by.

30 Park Street is moments away from London Bridge tube and train station, providing easy access to the rest of London and beyond.

Having a meeting at 30 Park Street doesn't have to be just another meeting; it can become a day out.

UK Chamber of Shipping
30 Park Street
London
SE1 9EQ



Facilities

We have 5 meeting rooms available; our Boardroom, Rooms 1, 2 and 3 and additionally Room 4. Removable walls in 3 of our meeting rooms create additional space and allow for varying layouts.

Capacities and examples of room layouts can be found in the table below:

	Room set-up style					
	Boardroom	U-Shape	Classroom	Theatre	Cabaret	Reception
Boardroom	26	--	--	--	--	--
Room 1	12	--	--	--	--	--
Room 2	18	14	15	30	--	--
Room 3	12	--	--	--	--	--
Rooms 2 and 3	28	44	34	60	30	60
Rooms 1, 2 and 3	40	56	42	100	42	100
UK Chamber (walls removed in rooms 1, 2, 3 and gallery)	--	--	--	100	--	120

All the rooms have large windows, allowing plenty of **natural daylight** into the rooms.

Air conditioning is controlled separately within each room to allow for adjustments to suit your delegates' requirements.

A **projector or a screen** with laptop connectivity is available in all rooms, except Room 4 which has a whiteboard.

Wi-Fi is available free of charge for all delegates.

Our **reception area** and staff are available to welcome and direct your guests. Additional desk space in the reception area can also be arranged.

Our gallery provides a social area for tea and coffees to be served where delegates can **have a break** and mingle away from the meeting room.



Rooms

Boardroom - there is a heritage feel to this prestigious room, containing fascinating items from the UK Chamber's history.

This room can seat up to **26 people** around the fixed table and has plenty of natural daylight and soft lighting.

A projector and drop down screen is available and integrated into the room.

Power sockets are fixed within the table to provide delegates with easy and safe access to power for laptops, tablets or phones.

The UK Chamber – is a flexible, contemporary and spacious area that can be adapted and changed to suit the needs of your event.

With all three meeting rooms and gallery opened up into one large area, a reception can take place for **up to 120 people** with space for drinks and canapés to be circulated.

Rooms 1, 2 and 3 – can be divided into separate rooms or joined to make a larger space.

These rooms **can seat 14 individually with a maximum of 100** when opened into one room.

These rooms are light and contemporary with an **in built AV system**.

Rooms 2 and 3 have projectors and screens, whilst room 1 has a large wall mounted LCD screen, all with connectivity points for a laptop.

Room 4 – the smallest of our meeting rooms, perfect for interviews or private meetings for **up to 8 people**.

With our larger events, Room 4, can be used as a cloakroom or luggage store



Basic Room Hire Rates

These are the basic prices for our room hire. For details of full prices including refreshments and equipment hire, as well as the terms and conditions please see pages eight through to eleven.

These prices should not be taken as the total cost and a full quote must be obtained from the UK Chamber of Shipping for accuracy.

	Half day rate (£)	Full day rate (£)
Boardroom	380	675
Room 1	275	485
Room 2	275	485
Room 3	275	485
Room 4	170	340
Rooms 2 + 3	550	970
The UK Chamber (all 3 rooms and gallery)	665	1260



Catering Hospitality

UK Chamber of Shipping menu and catering options

We have a wide variety of catering options available for you to enjoy during your day with us, from simple sandwich lunches and finger buffets through to hot fork buffets and canapés.

All our catering is **prepared on the day to ensure you receive the freshest possible food**. All prices stated are per person per item, unless otherwise specified, and exclude VAT.

Dietary requirements:

We are able to cater for a wide range of dietary requirements and have plenty of options available for vegetarians, gluten free and dairy free delegates.

Please let us know of any dietary needs and we will provide advice and assistance, if required, to cater for all your delegates.

Please note: we are unable to operate a nut free environment; therefore some products may contain or have come in contact with nuts or nut products.

Ordering your catering:

The booking of catering is recommended to be completed at the same time as making the room hire booking. Advice on quantities can be given at the time of booking to ensure enough food is provided for your day. If delegate numbers fluctuate we can accommodate changes to your booking up to four working days before your event. This will then be the minimum number on which the final invoice is calculated.

Should you have any queries, questions or are looking for further advice please do not hesitate to contact us by the details listed on the welcome page.



Breakfast

Start your meeting with the most important meal of the day; a delicious breakfast.

Pick and mix to create a breakfast that will suit the requirements of everyone; light, healthy or fulfilling.

Fresh fruit salad with natural yoghurt	£2.80 per person
Mini croissants with jam and butter	£3.10 per person
Mini pain au chocolat	£2.50 per person
Mini Danish pastries A selection of currant and custard	£2.50 per person

Mid-morning break and afternoon tea

Indulge in some morning or afternoon treats to keep those brain cells working.

Mini Danish pastries	£2.50 per person
Selection of muffins or cakes	£2.50 per person
Luxury biscuits	£1.50 per serving
Selection of whole seasonal fruit An assortment of whole and cut seasonal fruit displayed and garnished	£2.80 per person



Sandwich Lunch

Perfect for time constrained meetings or those who want delegates to mingle.

Pick and mix to create a working lunch menu that suits your needs.

Extras can easily be added from the finger or cold buffet section to add variety to your lunch.

Classic sandwich platter

A selection of square sliced wholemeal, malted grain and white breads, cut into quarters and displayed on platters.

A selection of everyone's favourite fillings

1½ rounds

£6.80

per person

Wrap and bagel platter

A selection of filled wraps and bagels

2 per person

£7.00

per person

Executive sandwich platter

A selection of square sliced wholemeal, malted grain and white breads, cut into quarters. Additionally a selection of mixed rolls mini ciabatta, baguettes and focaccia included

1½ rounds

£7.00

per person

Root vegetable crisps

Beetroot, sweet potato and parsnip

£2.30

per person

Crudities and dips

Freshly cut vegetables served with various dips

£2.40

per person

Finger cheese board

Easy to eat small pieces of English and continental cheeses, served with butter, mixed biscuits, celery & grapes.

(3 pieces of cheese & biscuits per person).

£3.90

per person

Selection of whole seasonal fruit

An assortment of whole and cut seasonal fruit displayed and garnished

£2.80

per person



Finger Buffet

Provide a choice for your guests of something a little extra special to provide a light lunch.

Select the set menu or pick and mix from the cold and hot finger buffet, on the following page.

Set cold finger buffet menu to include:

Home-made meat samosas	
Marinated chicken drumsticks	
Sesame seed topped sage and pork sausage rolls	
Cumberland scotch eggs (1/2 egg per person)	£15.00
Vegetarian quiche of the day tartlets (v)	per person
Vegetarian mini pizza bites (v)	
Filo prawn parcels	
Fishcakes with sweet chilli sauce	

Classic sandwich platter

A selection of square sliced wholemeal, malted grain and white breads, cut into quarters and displayed on platters.	£4.55
A selection of everyone's favourite fillings	per person
1 round	

Oriental duck pancakes

with plum sauce	£2.85
	per person

Balsamic asparagus tips wrapped in Parma ham

£2.85
per person

Mini Yorkshire pudding

with rare roast beef, caramelised onions and horseradish	£2.85
	per person

Cucumber cups

filled with crayfish and crème fraiche	£2.85
	per person

Smoked salmon and dill filled pancakes

£2.85
per person

Goat's cheese, spinach, leek and cherry tomatoes tarts (v)

£2.85
per person

Selection of vegetarian sushi (v)

£2.85
per person



Warm Finger Buffet

Perfect for providing a choice for your guests of something a little extra special.

Pick and mix from the cold and hot finger buffet, to create a lunch that suits your needs.

Extras can easily be added from other sections of the brochure to create a complete lunch menu.

Sesame and honey Cumberland sausages with a mustard dip	£3.35 per person
Chicken and chorizo skewers	£3.35 per person
Chicken satay with peanut sauce (contains nuts)	£3.35 per person
Homemade beef samosas	£3.35 per person
Spanish tortilla and roasted pepper bites (v)	£3.35 per person
Roasted prawns marinated in lime, chilli and coriander	£3.35 per person
Torta Di Patate Italian style potato cakes topped with mushrooms and sprinkled with parmesan and sesame seeds (v)	£3.35 per person
Chicken goujons	£3.35 per person
Filled risotto balls with mozzarella (v)	£3.35 per person
Teriyaki and sesame salmon skewers	£3.35 per person
Thai chicken cakes with a sweet chilli sauce	£3.35 per person
Breaded fish goujons with lemon mayonnaise	£3.35 per person
Mini fish pies	£3.35 per person



Cold Fork Buffet

A set menu perfect for providing your guests with something a little extra special and ideal for all day conferences or presentations.

Baked honey roast ham

Rare roast beef with creamy horseradish sauce

Fillet of poached salmon with saffron and dill sauce

Goats cheese tart with tomato, basil and caramelised onions (v)

Herby leaf salad with cherry tomatoes and red onions

New season baby potatoes with a light vinaigrette and parsley pesto

Pasta salad

£20.00

per person



Canapé Reception

Delicious small bites for every type of party or event.

Please choose one of the following canapé selections to serve to your guests, or alternatively you can choose from the finger buffet menu.

Canapé selection

Canapés of smoked salmon

Balsamic asparagus wrapped in Parma ham

Cocktail sausages with honey and mustard glaze

Roasted prawns marinated in lime, chilli and coriander

Spanish vegetable tortilla bite (v)

Caramelised balsamic onion and goats cheese tartlets (v)

Tart au citron tartlets

£16.00

per person

Executive canapé selection

Canapés of smoked salmon

Thai chicken cakes

Oriental crispy duck pancakes with hoi sin sauce

Balsamic asparagus tips wrapped in Parma ham

Cocktail sausages with honey and mustard glaze

Chicken satay with peanut sauce (contains nuts)

Roasted prawns marinated in lime, chili and coriander

Spanish vegetable tortilla bite (v)

Caramelised balsamic onion and goats cheese tartlets (v)

Chocolate dipped strawberries

Mini banoffee pies with cream and bananas

£21.00

per person

As a guide we recommend the following quantities. Please call to discuss your requirements.

1 Hour	7 Canapés per person
2 Hours	10 Canapés per person
2 ½ Hours	12 Canapés per person

Desserts

Choose one dish from the following delicious options to provide your guests with a finishing treat.

Bread and butter pudding with cream	£5.30 per person
Lemon mousse on a crunchy biscuit base	£5.30 per person
Apple crumble with cream	£5.30 per person
Lemon tart with clotted cream	£5.30 per person
Eaton mess	£5.30 per person
Black forest Swiss roll with Chantilly cream	£5.30 per person
Sliced tropical fruit with cream	£5.30 per person
Chocolate and Amaretto mousse	£5.30 per person
Glazed crème brûlée with berries	£5.30 per person
Cherry & plum frangipane tart with clotted cream	£5.30 per person
Cheeseboard with biscuits, celery and grapes	£5.30 per person



Refreshments

Twining's tea and Tiki Fairtrade coffee	£2.00 per serving
Kingsdown bottled water (still or sparkling)	£2.00 per litre bottle

Soft Drinks

Please note all our soft drinks are charged on consumption.

Schweppes orange juice per bottle 200ml	£1.90
Schweppes tomato juice per bottle 200ml	£1.90
Schweppes Coca Cola per can 330ml	£1.65
Schweppes Diet Coke per can 330ml	£1.65
Schweppes Lilt per can 330ml	£1.65
Schweppes/Idris ginger beer per can 330ml	£1.65
Schweppes Sprite per can 330ml	£1.65
Sunpride orange juice per litre	£3.00
Sunpride tomato juice per litre	£2.45

Alcoholic Beverages

Beers

Please note all our beers are charged on consumption.

Becks per bottle 275ml	£2.70 4.8%vol
London Pride per bottle 500ml	£6.35 4.7%vol

Wine

Please note all our wines are charged on consumption

House Wine

- | | |
|---|----------------------------------|
| 1. Parini, Pinot Grigio delle Venezie, Italy
Distinctive nose of wild flowers, with touches of honey and banana, but not excessively so, soft, fresh and lively with notes of ripe pear. 75cl | £16.00
11.5%vol |
| 2. Parini, Montepulciano d’Abruzzo, Italy
Ruby-red, the nose shows plum and cherry with notes of violets, dry, soft but well-structured with a pleasant long lasting finish of dried fruits and toasted hazelnuts. 75cl | £16.00
12.5%vol |

White Wines

- | | |
|--|----------------------------------|
| 3. Cullinan View, Sauvignon Blanc, Robertson, South Africa
A dry, ripe Sauvignon Blanc with tropical-fruits which will appeal to those who prefer a softer, more rounded version of this popular grape variety. 75cl | £16.50
11.5%vol |
| 4. Berri Estates, Unoaked Chardonnay, South-Eastern Australia
The grapes for this wine create a fresh, lemony Chardonnay. Fermented and matured in stainless steel with no oak contact, the aim is to retain the classic Chardonnay varietal fruit with crisp, ripe, acidity and good weight. 75cl | £17.80
13.0%vol |
| 5. Nobile Icon Blanc, Sauvignon Blanc, New Zealand
A premium quality wine from the Marlborough region. A long, cool fermentation lasting some four weeks creates a typically zingy, elegant palate with pronounced gooseberry and nettle flavour. 75cl | £34.50
13.0%vol |



Red Wines

- | | |
|---|--|
| <p>6. Cullinan View, Pinotage, Robertson, South Africa
South Africa's own grape, a cross of Pinot Noir and Cinsaut. This wine has lovely flavours of fruits with a smoky character and soft rounded tannins. 75cl</p> | <p>£17.50
13.0%vol</p> |
| <p>7. Hardys Nottage Hill, Cabernet-Shiraz, South-Eastern Australia
The fruit for this wine was selected from South-Eastern Australia, including Coonawarra, Padthaway and McLaren Vale. The final blend produces a rich, full bodied wine, displaying rich plum, cassis and mulberry fruit flavours complemented by subtle savoury oak and a lingering savoury finish. 75cl</p> | <p>£18.10
14.0%vol</p> |
| <p>8. Nobile, Merlot, East Coast New Zealand
A soft, juicy Merlot sourced from the Gisborne and Hawkes Bay region. Matured for 10 months in French and American oak barrels, it's has intense black cherry and wild berry fruit flavours on the palate, backed with a soft acidity and fine tannins. 75cl</p> | <p>£25.20
14.0%vol</p> |

Sparkling Wine and Champagne

- | | |
|--|--|
| <p>9. Rocco Prosecco Al Spago Frizzante, Conegliano e Valdobbiadene, Italy
With its more gentle fizz - perhaps best described as semi-sparkling - frizzante can successfully bridge the gap between the apéritif and first course and as such is a very flexible wine. Shows typical floral and pear notes on the soft finish. 75cl</p> | <p>£25.45
11.0%vol</p> |
| <p>10. Bouché Père et Fils Cuvée Résvrée Brut Champagne
A ripe, biscuit Champagne with a fine mousse and a long, elegant finish. A blend of 50% Chardonnay, 30% Pinot Noir and 20% Pinot Meunier gives backbone and complexity. 75cl</p> | <p>£65.00
12.0%vol</p> |



UK Chamber of Shipping Venue Hire Room Rates

	Half day	Full day
	£	£
The UK Chamber (all 3* rooms and gallery)	665	1260
Boardroom	380	675
Chamber Meeting Rooms 1, 2 or 3*	275	485
Room 4	170	340
	Evening	
	£	
The UK Chamber (all 3* rooms and gallery)	1000	
Boardroom	650	
Chamber Meeting Rooms 1, 2 or 3*	450	
Room 4	120	

Removal of main wooden wall £150.00.

***Rooms are sub divided from The UK Chamber.**

Bookings of meeting room before 9am and after 5pm are available at the discretion of the management for an additional charge of £55.00 per hour.

Room charges are inclusive of pencils, pads, microphones, wireless internet connection.

UK Chamber of Shipping Venue Hire Equipment and Refreshments

AV equipment	£	Refreshments (price per serving)	£
LCD projector and screen	Free	Twining's tea and Tiki Fairtrade coffee	2.00
Laptop	Free	Luxury Biscuits	1.50
Flipchart, pad and pens	Free	Kingsdown Bottle Water for the meeting table	2.00 per bottle
Lectern	Free		
Faxes/printing/photocopy (per copy)	0.35		

Terms and Conditions UK Chamber of Shipping Venue Hire

1. Venue Hire Bookings

All bookings for catering or room hire must be confirmed in writing, in addition to the signed terms and conditions. The Hirer shall be responsible for paying all charges, which will be invoiced after the event date and payable within **thirty days** of the invoice date. The UK Chamber of Shipping reserves the right to charge interest at 3.0% over Nat West Plc base rate on outstanding accounts.

2. Cancellation Fees

The UK Chamber of Shipping Venue Hire will charge a cancellation fee, if the Hirer cancels a confirmed booking. The cancellation fee (Monday to Friday only, weekends not included) will be according to the following scale: where notice of cancellation is received between the following.

42 to 29 working days in advance of the event date, 10% of the room hire rate
28 to 15 working days in advance of the event date, 50% of the room hire rate
14 to 8 working days in advance of the event date, 75% of the room hire rate
7 working days of the event date, 100% of the combined room hire and all catering charges including refreshments

The Hirer shall pay the cancellation fee within thirty days of the invoice date. A tentative booking that has not been confirmed in writing will be held for a maximum of **10 days** from the date on which it was made. The UK Chamber of Shipping reserves the right to require a deposit when a booking is confirmed.

3. Invoicing

Charges for catering and room hire are published separately by the UK Chamber of Shipping and reserve the right to change these charges. Hiring in of round tables, chairs and linen which are hired in extra for an event, telephone calls, and photocopying charges are subject to VAT at 20%. Prices given for room hire, catering, equipment hire, tea, coffee and biscuits are excluding of VAT.

Neither the Hirer nor any person acting on his behalf shall impose any charge for any purpose on persons attending an event without the prior written consent of the UK Chamber of Shipping Venue Hire.

4. Arrival and Finishing Times

Unless agreed otherwise with the UK Chamber of Shipping Venue Hire, the room will be available for occupation 15 minutes before the time for which they have been booked.

The UK Chamber of Shipping Venue Hire premises shall be vacated by the Hirer by

**1pm in the case of morning events, if lunch is provided vacated by 2pm
5pm in the case of afternoon or full-day events and 830pm in the case of evening events.**

In the event that the Hirer and their guests have not vacated the Premises by the time agreed, the UK Chamber of Shipping can at its discretion make an additional charge.

5. Our Right to Cancel

The UK Chamber of Shipping Venue Hire reserves the right to cancel the booking

- if owing to the actual or impending sale or disposal of the premises owned by the UK Chamber of Shipping, the facilities are no longer available for hire provided that notice is given 60 days or more in advance of the date of the event; or
- if the holding of the event is prevented by any other circumstances beyond its control and shall not be liable for any loss or damage what so ever arising from such cancellation

6. Licenses

The UK Chamber of Shipping Venue Hire holds a licence for the sale of intoxicating liquor to members of the UK Chamber of Shipping and those on the premises by invitation of the organizers of any reception or event. There are no cash bar facilities. The UK Chamber of Shipping Venue Hire is not licensed for music, dancing or entertainment and no such performance shall take place on the premises.

The Bar must finish ½ hour prior to the end of the hire period.

7. Catering

Where catering is being supplied, the Hirer shall advise the UK Chamber of Shipping Venue Hire of the number of people attending the event at least **four working days** before the event date. This number is the minimum on which the final invoice will be calculated.

UK Chamber of Shipping Venue Hire has the sole rights to supply catering services to the UK Chamber of Shipping Venue Hire. **Clients are not permitted to bring their own food and drink onto the premises for consumption.** Please note that it is our policy that food left over from any function cannot be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.

8. Display Materials

Hirers using the UK Chamber of Shipping Venue Hire who are bringing display materials to UK Chamber of Shipping Venue Hire for their conference or meeting are required to inform the Conferencing, Event and Facilities Manager or the Events and Conference Assistant of what they are bringing at least a week in advance of the booking.

- UK Chamber of Shipping Venue Hire reserves the right to remove any materials which may be deemed offensive or which are positioned in such a way that may cause health and safety problems
- Deliveries of such materials can only be accommodated on the day prior to the booking and must be removed immediately at the end of the booking or the following working day
- Set up and provision of display materials is the responsibility of the Hirer

9. Health and Safety

- The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period will be expected to comply with all relevant legislation and is responsible for familiarising all delegates with emergency procedures.
- Information regarding emergency procedures, house-keeping and First Aid arrangements is available from the Conferencing, Event and Facilities Manager or the Events and Conferencing Assistant.
- The capacities of each room are given on hire and may not be exceeded for safety reasons.
- The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur
- The Hirer shall ensure that any electrical devices brought on to the Premises and used there, are in good and safe working order and used in a safe manner.
- Delegate lists are required to be sent to UK Chamber of Shipping Venue Hire at least three working days in advance

10. Loss or Damage

The UK Chamber of Shipping shall not be responsible for any loss or damage to property belonging to the Hirer or his guest nor any injury which may be incurred during the holding of an event except where death or personal injury is as a result of negligence on the part of the UK Chamber of Shipping Venue Hire. The Hirer shall indemnify the UK Chamber of Shipping Venue Hire against liabilities for any such loss, damage or injury for which it is not responsible under this paragraph.

The Hirer shall be responsible for, and shall indemnify the UK Chamber of Shipping Venue Hire against, any damage caused by the Hirer or its guests, to any of the furniture, fittings or structures belonging to the UK Chamber of Shipping other than fair wear and tear.

11. Data Protection

The details of the Hirer will be held by the UK Chamber of Shipping on its computer database for use by its accounts department for maintaining proper records and for event management and marketing purposes. It will not be passed on to any third party.

We (The Hirer):
of the UK Chamber of Shipping Venue Hire for the period agree to abide by the terms and conditions set out above.

Signed:

Company:

Name (Please Print): **Date:**



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April 2017

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