

ATTLEE AND REID ROOM INFORMATION AND BASIC COSTS

The Reid Room is an adjoining room that houses the bar and helps optimise the amount of dining space available in the Attlee Room.

	Event Timings	Capacity ¹ Minimum / Maximum	Room Hire ²	Minimum Catering Spend ³	Service Charge ⁴
MONDAY TO FRIDAY					
Breakfast Reception	08:30 – 10:00	30 / 60	£300.00	£440.00	+12.5%
Seated Breakfast	08:30 – 10:00	20 / 48	£300.00	£440.00	+12.5%
Lunch Reception (Canapés or Small Plates)	12:15 – 14:30	30 / 60	£350.00	£1120.00	+12.5%
Seated Lunch (with a Pre-meal Drinks Reception)	12:15 – 14:30	20 / 48	£350.00	£1120.00	+12.5%
Afternoon Tea Reception (Buffet-style)	15:30 – 17:00	30 / 60	£300.00	£375.00	+12.5%
Seated Afternoon Tea	15:30 – 17:00	20 / 48	£300.00	£375.00	+12.5%
Evening Reception (Canapés or Small Plates)	18:30 – 20:30	30 / 60	£500.00	£1500.00	+12.5%
Seated Dinner (with a Pre-meal Drinks Reception)	19:00 – 22:30	20 / 48	£500.00	£1500.00	+12.5%
SATURDAY					
Saturday afternoon	11:30 - 16:00	Consult with Coordinator	£750.00	£1500.00	+12.5%
Saturday evening	18:00 - 22:30	Consult with Coordinator	£750.00	£1500.00	+12.5%
Saturday full day	11:30 - 22:30	Consult with Coordinator	£1500.00	£1750.00	+12.5%
SUNDAY					
CLOSED					

Capacity ¹ (recommended minimum/contracted maximum) | **Room Hire ²** (including VAT)

Minimum Catering Spend ³ (including VAT) (excluding 12.5% service charge) | **Service Charge ⁴** (applicable to food and drink items only)