



PLAN YOUR EVENT PRIVATE DINING & EVENTS

Events will be planned and held in accordance with government coronavirus (COVID-19) guidelines.

1. Browse our brochures and our website to see photos of the event spaces and catering options. Decide on your event date and space. Contact us for more information, if required, to check availability and to place a provisional hold on the date and space. We will then hold the date and space for you and will send you a fully costed catering proposal. There is no cost to place a hold on a date and space. The costed catering proposal is complimentary. After you have placed your hold, should another client place an interest in your preferred date and space, we will contact you to ask if you would like to confirm or release your hold.
2. Come along for a site visit to view the space and to meet us to further discuss your catering options and event details. Alternatively, take a virtual tour and call or email us to plan your event. We can help you plan the event details, such as the running order of the day. We'll tailor the catering proposal to reflect your requirements, which will be outlined during our conversations. We'll update your catering proposal throughout the planning process. Updates can be communicated via phone, email or in person – as you wish.
3. Once you're in a position to proceed, payment of the venue hire fee, in full, confirms the venue booking. Payment is payable to Lassco Ltd and can be made by card or bank transfer.
4. If third-party suppliers are required, view our recommended suppliers list, then book your third-party suppliers, such as: florist, AV supplier or entertainer, and arrange a site visit with your suppliers. On the day, we'll be the contact for your third-party suppliers.
5. Invite your guests, and when you send the invite, ask your guests to confirm their dietary requirements and allergies up to two weeks in advance of the event, if dietary information is applicable.
6. By appointment, you are welcome to visit us to taste (T&Cs apply) and finalise your menu. The final menu is to be confirmed up to one week in advance of the event.
7. Submit your final number of guests up to one week in advance and guests' allergies or dietary requirements, if dietary requirements are applicable, up to four working days in advance of your event.
8. After the menu and final number of guests are confirmed, we'll send you the final catering quote. After which, please pay Brunswick House Cafe Ltd the catering quote, in full, up to five working days in advance of the event. Payment can be made by card or bank transfer.
9. If a seating plan is required, we'll send you a seating plan template to complete and submit up to four working days in advance of the event.
10. If required, please arrange delivery of your meal place setting name cards and a printed seating plan for an easel, we'll provide the easel, and a guestlist, in alphabetical order, for the cloakroom team to check in your guests. We provide complimentary printed menus for each place setting, so you can tick that off your list.

From here, we'll take care of everything. You and your guests just need to come along to enjoy our beautiful house, warm hospitality and exceptional food & drink.

London's most beautiful and unusual venue. Enquire now.