



# PRIVATE DINING & EVENTS

*INFO PACK*

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30 WANDSWORTH ROAD • VAUXHALL SW8 2LG • 0207 720 2926

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HOW TO PLAN YOUR EVENT

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RECOMMENDED SUPPLIERS

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## HOW TO PLAN YOUR EVENT

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### 01

Browse this brochure and our website to see photos of the event spaces and catering options. Select 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'll hold the date and space for you and will send you a fully costed catering proposal. There is no cost to place a provisional 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'll contact you to ask if you would like to confirm or release your hold.

### 02

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.

### 03

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.

### 04

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.

### 05

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.

### 06

By appointment, you are welcome to visit us to taste our style of food and wine options and finalise the menu. The final menu is to be confirmed up to one week in advance of the event.

### 07

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 five days in advance of your event.

### 08

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 one week in advance of the event. Payment can be made by bank transfer.

### 09

If a seating plan is required, we'll send you a seating plan template to complete and return up to one week 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.*

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CEREMONY VENUES & RECOMMENDED SUPPLIERS

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| RETRO BUS  | FLORISTS   | PHOTOGRAPHERS  | DJS WITH EQUIPMENT   |
|--|--|--|--|
| London Retro<br>Bus Hire<br>londonretrobushire.co.uk | Bloom East<br>bloomeast.com                                    | Oliver Holder<br>oliverholder.co.uk                            | The Wedding Smashers<br>weddingsmashers.com                      |
|  | Artistically Twisted<br>artisticallytwisted.co.uk              | Matt Badenoch<br>mattbadenoch.com                              | Muzz Khan<br>muzzkhanbookings@gmail.com<br>mixcloud.com/muzzkhan |
| WEDDING CELEBRANT                                    | Jam Jar<br>jamjarflowers.co.uk                                 | Paul Grace<br>pgrace.co.uk                                     | Cedric Carr<br>cedric.carr@gmail.com                             |
| Laura Gimson<br>lauragimsonceremonies.co.uk          | CAKE BAKER   | ACOUSTIC MUSICIANS   | AUDIO EQUIPMENT & LIGHTING                                       |
| Asylum Chapel<br>SE15 2SQ (35mins)                   | Lily Vanilli<br>lilyvanilli.com                                | Royal College of Music<br>rcm.ac.uk/hire/hirercmmusicians      | Live Audio Production<br>liveaudioproduction.co.uk               |
| Chelsea Old Town Hall<br>SW3 5EE (15mins)            | Bee's Bakery<br>beesbakery.co.uk                               | PIANISTS   | ENTERTAINMENT  |
| Wandsworth Town Hall<br>SW18 2PU (25mins)            | Nicole Reynolds<br>0795 036 8931<br>nicolereynolds@outlook.com | Magician:<br>Kieron The mighty<br>kieronthemighty.co.uk        | LIVE BANDS   |
| Fitzrovia Chapel<br>W1T 3BF (30mins)                 | Charlie Mappin<br>0792 112 4483<br>cmymerspiano@gmail.com      | Murder Mystery:<br>Blackwatch<br>blackwatchentertainment.co.uk | Craft Music<br>craftmusic.co.uk                                  |
| The Old Marylebone Town Hall<br>NW1 5PT (30mins)     |  | Photobooth:<br>Boxless Booths<br>boxlessbooths.com             | Festival Night<br>festivalnightsband.com                         |
|  |  |  | High on Heels<br>highonheels.co.uk                               |

*You're welcome to book a ceremony venue and suppliers that are not listed here.*

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FREQUENTLY ASKED QUESTIONS

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IS BRUNSWICK HOUSE AVAILABLE FOR EXCLUSIVE HIRE?

Yes. The house is arranged over three floors and can be hired exclusively. For smaller events, you can hire by the room or floor.

IS THE VENUE LICENCED FOR CIVIL CEREMONIES?

No. We can provide recommended local ceremony venues, if required. However, we can host unofficial and celebrant ceremonies.

IS THERE WHEELCHAIR ACCESS?

No. Unfortunately, there is no wheelchair access into and throughout the venue.

HOW LATE CAN WE STAY?

The standard end time for a day booking is 5pm, with all guests to have departed by this time, and is midnight for an afternoon/evening booking, with music turned off and lights turned up at 11:45pm and all guests to have departed by midnight. For an additional £250 plus VAT venue hire fee, a Cellar booking end time can be extended to 1am, with music turned off and lights turned up at 1am and all guests to have departed by 1:15am. Suppliers are to have cleared and departed the venue up to 1 hour after the event end time.

CAN WE PLAY MUSIC IN ANY ROOM OR ON ANY FLOOR?

Yes, but conditions apply. In the Cellar, you can book a DJ or live amplified band to play loud music. In the rooms on the ground and first floor, you can book live acoustic musicians or play a playlist as background music. In the Saloon, on the first floor, you can book a pianist to play.

HOW MANY GUESTS CAN YOU ACCOMMODATE DURING THE DAY AND DURING AN EVENING?

The maximum seated capacity in the Saloon & Smoking Room is 110 guests and the maximum standing capacity over the three floors is 250 guests.

WHAT DOES THE VENUE HIRE COST INCLUDE?

The venue hire cost includes the exclusive rental of the room[s] hired. The hire cost includes a venue manager, cloakroom facility and staff, security and dressing of the room[s]. The venue hire fee is payable to Lassco Ltd. A separate catering cost is then created based on your food and drink requirements. The catering is payable to Brunswick House Café Ltd.

WHAT IS THE DIFFERENCE BETWEEN LASSCO LTD AND BRUNSWICK HOUSE CAFÉ LTD?

Lassco Ltd own and hire out Brunswick House for private events. Lassco is an architectural antiques company and occupies Brunswick House with an antiques shop showroom. Brunswick House Café Ltd is contracted to exclusively provide food and drink for private events at Brunswick House. Brunswick House Café is based at Brunswick House and also operates a restaurant, bar and café at the premises.

DO YOU DRESS THE SPACE?

Yes. As the house is an antiques showroom, the house is already decorated. The catering spend covers: dressing the dining tables in white linen, in-house serveware and tealights. We can provide a recommended suppliers list where you can find options for florists.

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## FREQUENTLY ASKED QUESTIONS

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WHAT TIME CAN OUR GUESTS AND OUR SUPPLIERS ACCESS THE VENUE?

The earliest arrival time for guests is 9am for a day booking and is 3pm for an afternoon/evening booking. The earliest arrival time for suppliers is 8:30am for a day booking and 10am for an afternoon/evening booking.

DO YOU OFFER A THREE-COURSE MENU FOR CHILDREN?

Yes. Children are served a adult starter, a Cheesy Pasta main course, adult sides and pudding or ice-cream for £25 including VAT.

CAN WE BRING OUR OWN ALCOHOL, AND DO YOU CHARGE CORKAGE?

A £15 including VAT minimum spend on corkage per person is charged for up to 1 x 75cl bottle of wine consumed per person. For each extra 75cl bottle of wine served, we charge £15 including VAT. Corkage is limited to wine.

CAN WE BRING OUR OWN FOOD?

You are welcome to bring a celebration cake. When you supply a cake, and the cake replaces the pudding supplied by Brunswick House Cafe, a cakeage fee of £2.50 including VAT per person will apply. No other food may be supplied for an event due to food safety and legal responsibility concerns, and as Brunswick House Café has the exclusive right to provide all food served at events held at Brunswick House.

WHEN WILL THE FOOD MENU BE AVAILABLE?

Our food and drink menus are seasonal, and our ingredients are subject to availability. We'll send you the menu options up to two weeks in advance of your booking. Please confirm your selected menu up to one week in advance of your event.

WILL WE BE OFFERED A FOOD TASTING?

An exclusive tasting of the private dining food menu is not available, however, often the same dishes and ingredients are featured in the restaurant and private dining menus. Our private dining menu is written and prepared by our restaurant team. You're welcome to book a table in our restaurant and order from our restaurant menu to taste our style of food. We'll apply a 25% discount to the your restaurant bill. This discount is limited to one visit.

WILL THERE BE AN EVENT COORDINATOR ON THE EVENT DAY?

Yes. You'll have a dedicated catering event manager and service team on hand during the set-up of your event and throughout your event.

IS THERE GUEST ONSITE PARKING?

No. The nearest guest parking is located only a few meters walk from Brunswick House at St George's Wharf underground carpark on Nine Elms Lane.

WHERE CAN A BUS WITH GUESTS DROP OF GUESTS?

The London Retro Bus Hire company is permitted to stop and drop off guests at the front of Brunswick House.

IS THERE SUPPLIER ONSITE PARKING?

Yes. Suppliers can park in the Brunswick House traders' carpark, which is located at the rear of the property, which is accessed via Nine Elms Lane and which provides suppliers with direct access into the house.

WHAT ARE THE SERVICE AND SPEECHES TIMES?

Snacks and starters are placed on dining tables before guests are seated. 8pm is the latest main course service time. To ensure the main course is served on time, speeches are to take place after the main course.

DOES THE CELLAR HAVE A PA SYSTEM AND PARTY LIGHTING?

The Cellar PA system is available for hire for £200 including VAT. The hire fee is payable to Brunswick House Café Ltd. The Cellar dance room party lighting is provided by Lassco Ltd and its use is covered by venue hire fee.



*Please contact us to discuss your event*

LASSCO LTD - VENUE HIRE

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BRUNSWICK HOUSE CAFÉ LTD - CATERING

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VENUE ADDRESS

Brunswick House

30 Wandsworth Road

Vauxhall

London SW8 2LG

Nearest underground: Vauxhall (Victoria Line)

Nearest train station: Vauxhall

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