



FUNCTIONS AT The Royal Thames Yacht Club

*Royal Thames Yacht Club, 60 Knightsbridge, London, SW1X 7LF
Tel: 0207 235 2121*

Introduction

'Unobtrusive excellence in the heart of Knightsbridge'

The Royal Thames Yacht Club is the oldest continuously operating yacht club in the world. It was established in 1775 when the Duke of Cumberland, brother of George III, put up a silver cup for a race on the River Thames and formed the Cumberland Fleet.

From 1857 the Club owned various properties in London, moving to its present location, overlooking Hyde Park and Knightsbridge, in 1923. The Club has had many distinguished Flag Officers and traditionally the Commodore is a member of the Royal Family.

The Club, licensed for civil marriages and civil partnerships, offers a unique setting for any special celebration, private meeting or function. From the routine to the special occasions in your life, be they for business or pleasure, let us help you plan and deliver your event to remember.

Our experienced kitchen team will create fresh, delicious and innovative dishes whether catering for small meetings or more formal functions and our discrete, efficient service will complement and enhance your experience to create a memorable occasion.







Reception Area

Contents

<i>The Britannia Bar</i>	<i>§</i>	<i>Page. 6</i>
<i>Edinburgh Room</i>	<i>§</i>	<i>Page. 8</i>
<i>Meeting Rooms</i>	<i>§</i>	<i>Page. 10</i>
<i>Room Capacity</i>	<i>§</i>	<i>Page. 12</i>
<i>Accommodation</i>	<i>§</i>	<i>Page. 13</i>
<i>Floor Plan</i>	<i>§</i>	<i>Page. 14</i>
<i>Room Capacities</i>	<i>§</i>	<i>Page. 15</i>
<i>Terms & Conditions</i>	<i>§</i>	<i>Page. 18</i>



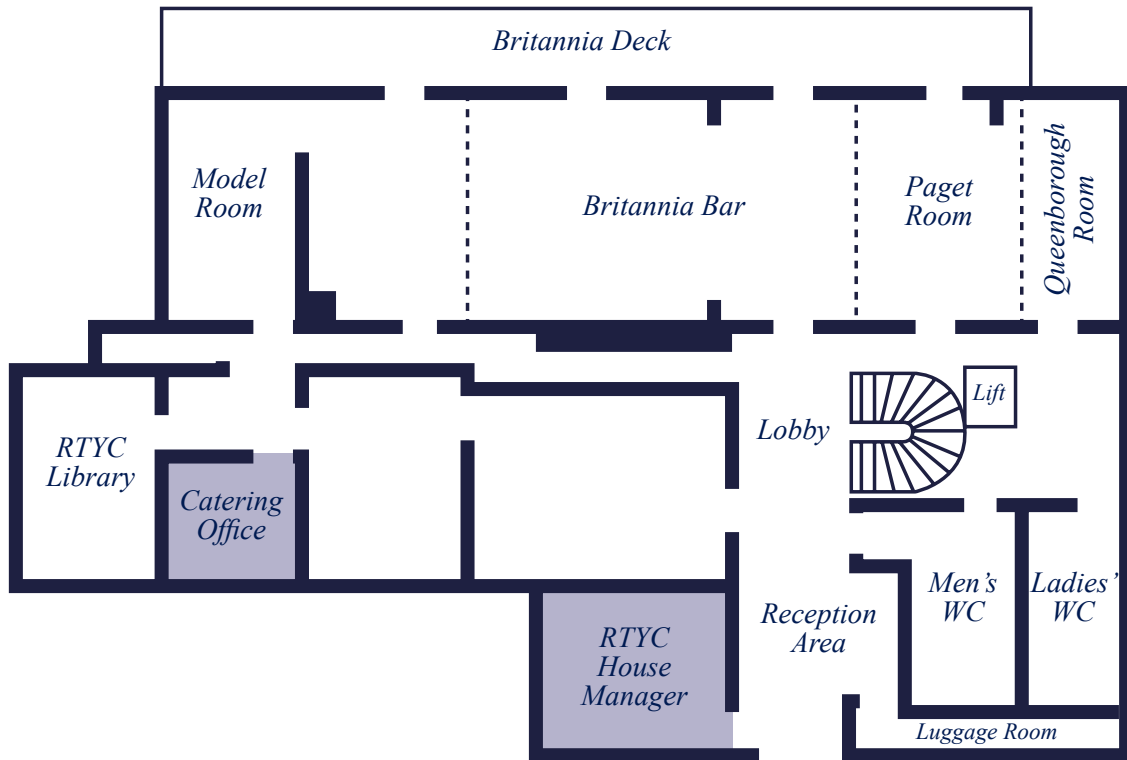


The Britannia Bar

The Britannia Bar

On the ground floor, the Britannia Bar is ideal for canapé receptions or pre-dinner drinks and can accommodate up to 110 people standing. By extending into adjoining rooms capacity can be increased to 220.

This room offers access to our deck providing additional open air space to enhance your experience.







The Coffee Room overlooking Hyde Park



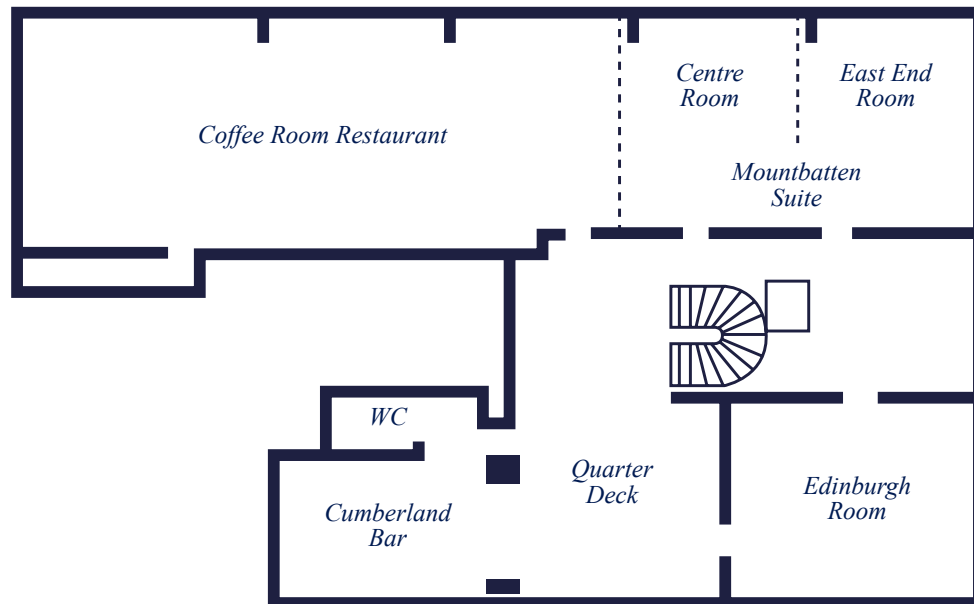


Edinburgh Room

Edinburgh Room

The beautifully restored and tastefully decorated Edinburgh Room, with its original paintings, offers a splendid setting for formal dining.

This room is ideal for lunches and dinners for up to 22 guests and can also be used for pre-drinks for up to 50 guests or for intimate lectures or meetings.



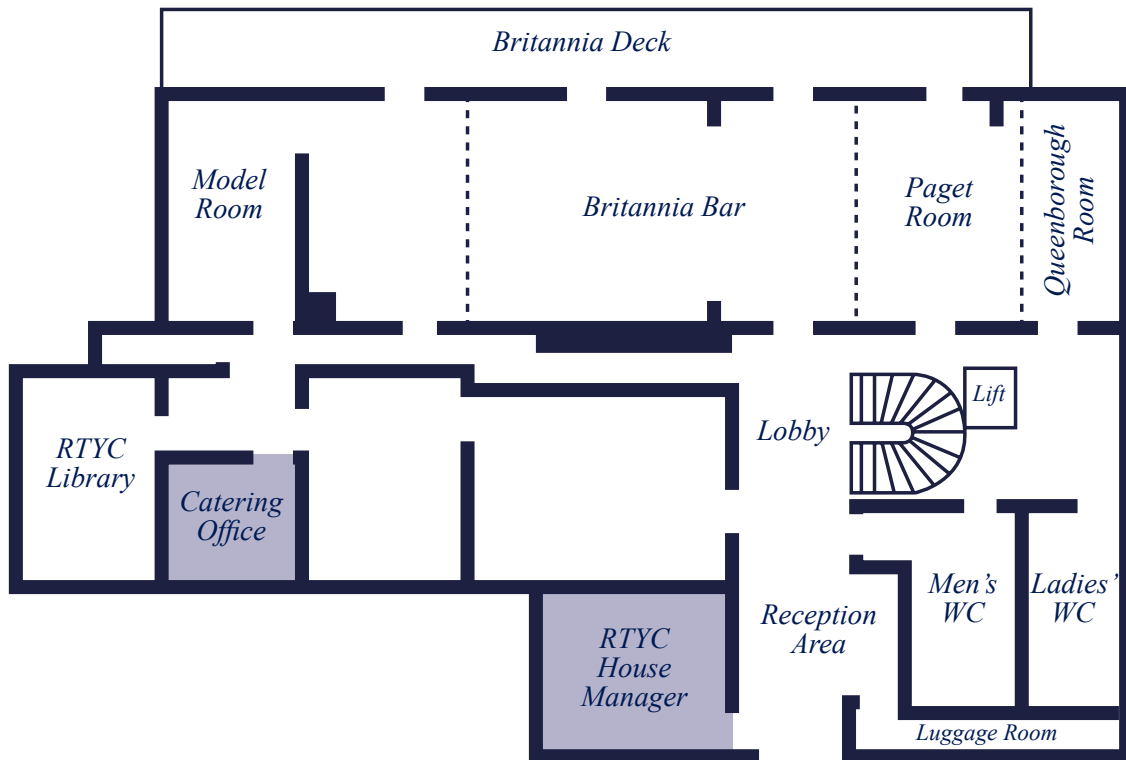


Queenborough Room

Meeting Rooms

The Library is well appointed for use as a board room or small meeting room for up to 12 people. The room has internet and a Skype enabled Smart TV which can also be connected to laptops for use with presentations and document viewing.

The Paget Room and Queenborough Room can be used individually or combined, perfect for meetings or lectures.



Room Capacities

Coffee Room Restaurant

Location: First Floor

Our largest room with panoramic views over Hyde Park, space for up to 108 guests for dining. The Coffee Room can be combined with the Mountbatten Suite to provide an entertaining space for up to 174 guests dining or 220 for receptions.

Paget Room

Location: Ground Floor

Ideal private meeting room benefiting from natural light; available in boardroom (24), theatre (42) or standing (42) styles. Can accommodate Civil Ceremonies when combined with Queenborough Room for up to 70 people.

Mountbatten Suite

Location: First Floor

Private room with fabulous views over Hyde Park makes this an ideal entertaining space for lunches and dinners for up to 72 guests or cocktail receptions for up to 90 guests.

Queenborough Room

Location: Ground Floor

Perfect for boardroom discussions (14) and theatre (25). This versatile space can be combined with the Paget Room to create a larger space.

Cumberland Bar / Quarterdeck

Location: First Floor

Normally a member's only area, may be available for hire on Friday evenings, Saturday and Sunday for Receptions or pre-drinks. The Cumberland Bar and Quarterdeck can be combined with the Edinburgh Room to provide a larger reception space.

The Library

Location: Ground Floor

Ideal for boardroom meetings. Can accommodate a maximum of 12 people.

Accommodation

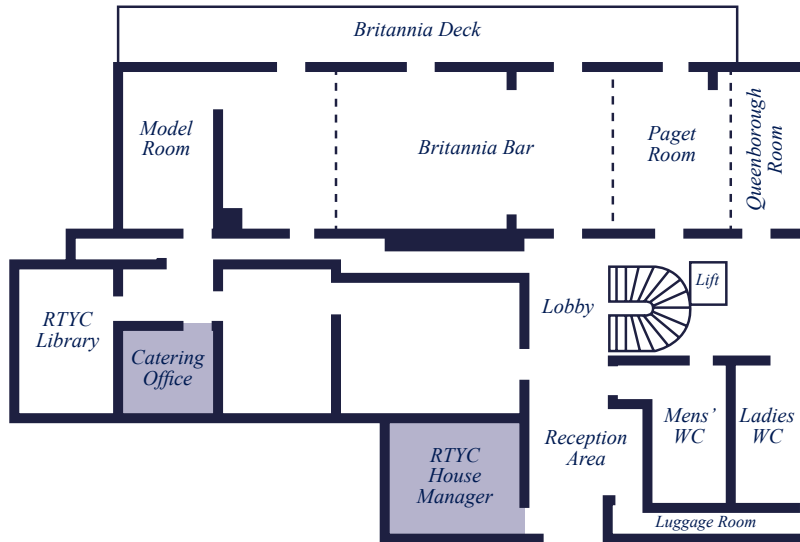
The Club has 33 well equipped bedrooms, including single, double and twin rooms, most with en-suite facilities and all of which have been recently refurbished. Several rooms have views over Hyde Park and others look over bustling Knightsbridge.

Whilst members have priority for accommodation, spare capacity is available to visitors attending functions.

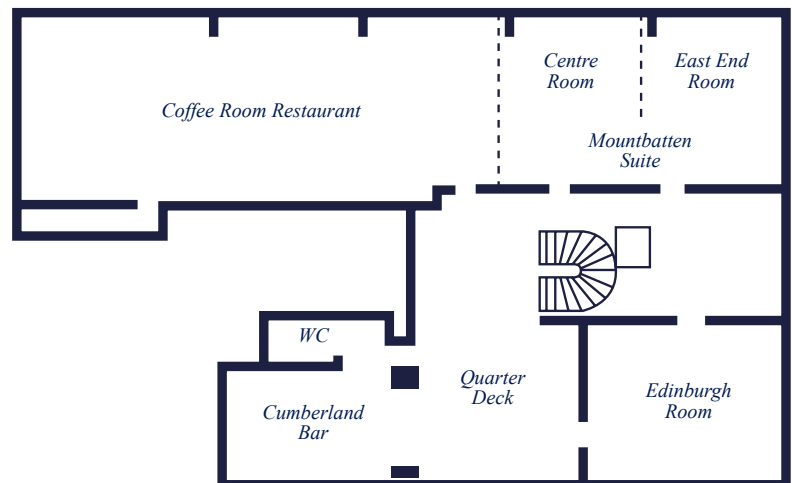


Floor Plan

Ground Floor



First Floor



Room Capacities

	<i>Board Room</i>	<i>Theatre style</i>	<i>Standing</i>	<i>Round Table</i>	<i>U-Shape</i>
<i>RTYC Library</i>	<i>14</i>	<i>N/A</i>	<i>12</i>	<i>N/A</i>	<i>N/A</i>
<i>Britannia Bar</i>	<i>N/A</i>	<i>60</i>	<i>110</i>	<i>N/A</i>	<i>N/A</i>
<i>Paget Room</i>	<i>24</i>	<i>35</i>	<i>45</i>	<i>N/A</i>	<i>30</i>
<i>Britannia Bar & Paget Room</i>	<i>N/A</i>	<i>90</i>	<i>180</i>	<i>N/A</i>	<i>N/A</i>
<i>Queenborough Room</i>	<i>12</i>	<i>25</i>	<i>30</i>	<i>N/A</i>	<i>N/A</i>
<i>Edinburgh Room</i>	<i>24</i>	<i>35</i>	<i>45</i>	<i>36</i>	<i>N/A</i>
<i>Coffee Room & Mountbatten Suite</i>	<i>70</i>	<i>200</i>	<i>220</i>	<i>114</i>	<i>N/A</i>
<i>East End Room</i>	<i>20</i>	<i>30</i>	<i>45</i>	<i>36</i>	<i>25</i>
<i>Coffee Room & Centre Room</i>	<i>55</i>	<i>80</i>	<i>180</i>	<i>140</i>	<i>90</i>
<i>Coffee Room</i>	<i>60</i>	<i>100</i>	<i>140</i>	<i>108</i>	<i>N/A</i>
<i>Mountbatten Suite</i>	<i>40</i>	<i>60</i>	<i>110</i>	<i>72</i>	<i>N/A</i>





Terms & Conditions

Bookings

Bookings must be confirmed in writing and a confirmed booking constitutes formal acceptance of these terms and conditions.

Bookings are not taken as confirmed until the client has supplied written confirmation to the function department and T&C's signed & returned.

Provisional bookings should be confirmed or rejected within fifteen (15) working days of the initial provisional booking being made. No guarantee will be made that unconfirmed provisional bookings will be kept for the client.

Deposit and Payment

Deposit: The RTYC operates a 2 tier deposit system - An initial deposit of total Room Hire quoted is required to confirm your event within 14 working days of making a provisional booking.

At least 7 days prior to the event taking place, the Functions Coordinator is informed of the expected numbers. At this time, the food and beverage charges for all guests are to be paid in full.

All accounts not paid within 30 days will be liable for a 25% per month surcharge until paid.

Room Hire rates are updated effective on 1st April annually. Bookings are charged at the rate prevailing on the date for which the booking has been made, and not the date upon which the booking was taken.

Cloakroom

In the event the hirer cancels the booking the following cancellation charges will apply:

- Less than 28 days written notice: 100% of all room hire charges and 25% of catering charges.
- Less than 2 weeks written notice: 100% of all room hire charge and 50% of catering charges
- Less than 72 hours written notice: 100% of all room hire and catering charges

Catering Services

Final numbers of guests must be notified to the RTYC Functions department three (3) working days in advance of the function and it is this number that will be charged for. Requests for special diets & vegetarian meals must be made, at the latest, by the time of confirming final numbers. Such meals will be provided at no extra charge, (excluding requests for kosher meal). Any extra requirements on the day will be charge accordingly.

Late charges will be incurred when functions run past 11pm, including wages for staff working longer than their contracted hours, and taxis for them to get home if they are no longer able to take a safe mode of public transport.

General

Clients are responsible for the orderly and safe conduct of their function and for ensuring that contractors, agents and guests do not interfere with any other persons use and enjoyment of the facilities.

Clients are responsible for ensuring that all electrical and ancillary equipment that they bring on to the premises meet current statutory safety standards.

Nothing is to be attached to any walls or the Club's furniture and fittings. Display screens can be provided.

Room Layout

The arrangement of tables, chairs and displays will be discussed with the client and every effort will be made to meet their requirements. Unless a particular room setting is specified, the room will be prepared in the standard way for functions of a similar kind. It may not always be possible to make major changes at short notice, but every effort will be made to accommodate last minute requests.

Any equipment belonging to the Club including cables, laptop, projector, is to be signed for and remain the responsibility of the clients for the duration of the event. Any losses or damages will be charged for in full.

Terms & Conditions

Damages, Breakages and Unacceptable Behaviour

The following conditions apply to indemnify the Club when clients and their guests fail to treat the Club and belongings with due care and attention. We are also obliged to consider members and guests arriving to attend follow on functions, and it is of paramount importance to us that each new arrival receives the same service, facilities & level of cleanliness.

Clients and their guests are responsible and liable for any breakages or damages they cause to any part of the premises, accommodation and its contents including the car park, land and associated parts.

Any incidents are to be reported to the Functions Manager as they occur. While we do not normally charge for minor accidental breakages we will charge for the full cost of all other breakages, missing items and for the replacement and/or making good of any damage.

There will be a minimum charge of £100 for soiled bedding, towels, carpets, furnishings and décor caused by, but not limited to: vomit, food and drink stains, blood. The Club will also charge in full for any lost bedroom nights resulting from any such damage and incidents mentioned in these conditions.

Excessive noise, unruly and threatening behaviour and the like which causes inconvenience and discomfort to other guests and/or staff will not be tolerated. Such behaviour will result in the offending person/s being asked to leave the Clubhouse and vacate the premises.

Equipment & Materials belonging to the Client

The RTYC will not be liable or responsible for any equipment or materials which are brought onto the premises by the client, and additionally reserve the right to refuse to accept onto the premises any items of a toxic or combustible nature.

Rubbish

It is the client's responsibility to clear the function rooms of any litter that they have brought for the function. In the event that this is undertaken by the RTYC, a charge may be levied accordingly.

Telephones/Conference Calls

A telephone service – 'at a unit charge' – is available through extension phones via the RTYC reception. A conference call facility is available but clients are responsible for arranging and setting up the conference call.

Photocopying

Photocopying facilities are available on the premises for small amounts of copying at a cost £0.20 per A4 sheet.

Fire

In the event of a fire or other emergency the fire alarm (continuous sounding of the alarm) will be activated. The Club staff will assist in the evacuation of the building escorting guests to the assembly point. Event organisers must make themselves familiar with all fire escapes prior to the start of their event.

Disabled Access

The Clubhouse is disabled friendly. Please contact the RTYC reception for details.

Smoking policy

The Clubhouse operates a non-smoking policy in its building, including e-cigarettes. Smokers may use the extremities of the deck accessed from the Britannia Bar.



THE ROYAL THAMES YACHT CLUB

The Royal Thames Yacht Club, 60 Knightsbridge, London, SW1X 7LF

Tel: 0207 201 6283 / Fax: 0207 235 5672

email: functions@royalthames.com

www.royalthames.com

