

THE ROARING TWENTIES

Celebrated in four unique venues in the City of London

2020 Packages for Corporate Christmas Parties at

- Apothecaries' Hall
- Barber-Surgeons' Hall
- Saddlers' Hall
- Skinners' Hall

From £84.00 per person based on 100 guests

INTRODUCTION

A full century on, our Christmas parties this year are capturing the magic of the 1920's – an era of decadence, liberation and stylish fun.

We offer fully inclusive catering packages in four flexible, historic venues in the City of London - each with their own special charm.

Our theme for Christmas 2020 is The Roaring Twenties. The Halls will be dressed with traditional Christmas trees, Edwardian decorations, and Prohibition-style cocktails on arrival. We will create the atmosphere of Art Deco with Jazz on an old Gramophone and prohibition secret drinking – a great way to break the ice and make sure all your guests have the best Christmas celebration to launch the 2020s.

Packages range from a stylish cocktail party to fully themed informal food stations or indulgent seated dinner parties with the opportunity to offer an a la carte menu selection. All packages are inclusive of “Champagne” cocktails to start, unlimited wines, beers and soft drinks. Entertainment packages are available as an add-on.

Apothecaries' Hall

Intimate and Atmospheric

 200

 130

 EC4V 6EJ
(Blackfriars)

www.apothecarieshall.com

Saddlers' Hall

Full of Warmth and Light

 250

 150

 EC2V 6BR
(St Paul's)

www.saddlershall.com

Barber-Surgeons' Hall

Elegance and Tranquility

 250

 120

 EC2Y 5BL
(Moorgate)

www.barber-surgeonshall.com

Skinner's Hall

Charming Hidden Gem

 300

 170

 EC4R 2SP
(Cannon St)

www.skinnershall.com



PACKAGE 1 – “Cocktails at the Ritz” Canapé Reception

A lightly themed Christmas Drinks Party Menu offering a careful balance of meat, fish and vegetable based canapés passed around to the guests by our staff.

Art Deco style platters will be dressed with festive paraphernalia.

Drinks Offer

2 x welcome drinks per person and then unlimited house wines, beers and soft drinks for a three hour reception.

On Arrival:

“Champagne Fountain” cocktails

Made with Chevalier Blanc de Blanc NV and Courvoisier Cognac, served in coupe glasses

Peach Nectar Champagne Mocktails

Available Throughout:

Pinot Grigio, Brume Di Monte 2017

Côtes Du Rhône, Domaine Andeol Salavet, 2017

Kronenbourg Lager

Soft Drinks

Pricing

Inclusive of 3-hour venue hire, catering, drinks and theming with a 2-hour food service

£68.00 per person – based on 200 guests

£75.00 per person – based on 150 guests

£85.00 per person – based on 100 guests

£90.00 per person – based on 80 guests

All prices are subject to VAT



PACKAGE 1 – “Cocktails at the Ritz” Canapé Reception *continued*

Side Table Dishes

Parmesan & Black Pepper Popcorn

Cold Canapés

Smoked Salmon & Caviar
on Dill Blini

Miniature Beef Wellington

Tiny Cucumber Sandwiches (vg)
in Tomato Bread

Crayfish Cocktail Vol au Vents
Marie Rose Dressing

Aubergine Toasts (vg)
Almond & Tarragon

Warm Canapés

Quail Eggs Benedict
Spinach, Ham and Hollandaise

Sole Goujons
Tartare Sauce

Mushrooms on Toast (vg)
Smoked Paprika

Miniature Tournedos Rossini
Béarnaise

“Bootlegger” Pizza Slices
Basil & Pimento

Something Sweet

Mint Julep Jellies
Bourbon & Fresh Mint

Mince Pies
Brandy Butter

(vg) = vegan canapé

PACKAGE 2 – “Down at the Speakeasy” Food Stations

An informal party package featuring Twenties themed food and drinks stations offering substantial bowl food dishes to suit all tastes. Guests will be invited to graze from different stations as they please.

Food stations will be clothed in black and decorated in crushed velvet, gold fringing, and hurricane vases filled with baubles.

Drinks Offer

2 x reception drinks per person and unlimited house wines, beers and soft drinks for a five hour party.

On Arrival:

“Champagne Fountain” cocktails

Made with Chevalier Blanc de Blanc NV and Courvoisier Cognac, served in coupe glasses

Peach Nectar Champagne Mocktails

Available Throughout:

Pinot Grigio, Brume Di Monte 2017

Côtes Du Rhône, Domaine Andeol Salavet, 2017

Kronenbourg Lager

Soft Drinks

Pricing

Inclusive of 5-hour venue hire, catering, drinks and theming

£90.00 per person – based on 200 guests

£95.00 per person – based on 150 guests

£106.00 per person – based on 100 guests

£116.00 per person – based on 80 guests

All prices are subject to VAT



PACKAGE 2 – “Down at the Speakeasy” Food Stations *continued*

Gatsby’s Fried Chicken Stall

Special Spicy Fried Chicken Pieces
Cranberry & Orange Relish

Vegetarian Zucchini Fritters
Lime Mayo

Sweet Potato Fries
and all the accompaniments

Caesar’s Palace

Build Your Own Caesar & Waldorf Salads
topped with

**Asparagus, Wild Mushrooms, Sun-Blushed
Tomatoes**

Shrimp Cocktail, Crispy Bacon, Anchovies

Croutons, Parmesan

A choice of Classic or Vegan Dressings

The Late Night Diner

Pulled Pork Sliders
Brioche Buns, Smoked Apple
and all the relishes

Veggie Burger Sliders
Brioche Buns, Smoked Apple
and all the relishes

American Style Pancakes
with
Smoked Salmon, Sour Cream & Caviar
Guacamole & Sweet Potatoes
Pastrami, Pickles & Mayo

The Candy Store

Cascading with sweeties, jellies and cupcakes

To include:

**Lolly Pops, Liquorice Allsorts, Peppermint
Humbugs etc.**

Strawberry Jellies
Mint Julep Jellies

Millionaires Shortbread Fingers

Citrus, Vanilla and Raspberry Cupcakes

PACKAGE 3 – “The Flappers Ball” Seated Lunch or Dinner

Classic Christmas favourites with a Twenties Twist

We invite you to choose a set menu for your guests from the following. Alternatively we can provide a choice menu for which each guest will be required to confirm their choices 7 working days in advance.

Tables will be stylishly dressed in black linen with white napkins, feather plume-topped vases, tea lights and crackers.



Drinks Offer

2 x reception drinks per person and unlimited house wines, beers and soft drinks for a five hour party.

On Arrival:

“Champagne Fountain” cocktails
Made with Chevalier Blanc de Blanc NV and Courvoisier Cognac, served in coupe glasses
Peach Nectar Champagne Mocktails

Available Throughout:

Pinot Grigio, Brume Di Monte 2017
Côtes Du Rhône, Domaine Andeol Salavet, 2017
Kronenbourg Lager
Soft Drinks

Complimentary Canapés

Smoked Salmon & Caviar
in Dill Blini

Tiny Cucumber Sandwiches
in Tomato Bread

“Bootlegger” Pizza Slices
Basil & Pimento

Pricing

Inclusive of 5-hour venue hire, catering, drinks and theming
£112.00 per person – based on 150 guests
£120.00 per person – based on 100 guests
£128.00 per person – based on 80 guests
£140.00 per person – based on 60 guests

For a full a la carte choice for all guests (to be confirmed 7 working days prior to the event) add a further £8.00 per person.

All prices are subject to VAT

PACKAGE 3 – “The Flappers Ball” Seated Lunch or Dinner *continued*

First Courses

Crayfish & Shrimp Cocktail

Grapes, Little Gem & Marie Rose Dressing

or

Ham Hock Terrine

Pickled Vegetables, Saffron Crème Fraiche

or

Wild Mushroom Croustade

Baby Leaves, Spiced Tomato Relish, Almond Yoghurt

Main Courses

Turkey Breast with Cranberry Stuffing

Champ Potatoes, Crispy Bacon, Turkey Gravy

or

Tournedos Beef Steak

Balmoral Sauce, Baked Tomatoes, Sauté Potatoes

or

Baked Fillet of Salmon

Leaf Spinach, Sauté Potatoes, Watercress Hollandaise

For Vegetarian and Vegan Guests we recommend:

Artichoke & Spinach Tortellini

Courgette Ribbons, Sweet Pepper Bisque

For the whole table to share

Medley of Winter Vegetables

Desserts

Christmas Pudding Icebox Bombe
with Red Fruit Compote and a Sparkler

or

Port & Lemon Trifle

layered with Tangerine & Chocolate

or

Exotic Fruit Symphony

Cassis Sorbet

or

A Selection of English Farmhouse Cheeses

Quince, Grapes and Crackers

To Finish

Fairtrade Coffee

A Selection of Teas and Infusions

**Christmas Fruits, Brownies
and Chocolate Coins**



ADDITIONAL THEMING

We can recommend the following additional theming ideas to enhance your party even further. Contact us for further information & inspiration.

Pricing is exclusive of VAT, delivery and installation.



Tiffany Lamp Table Centrepieces @ £36.00 each



Black & Gold Entrance Carpet @ £186.00



Gold Lifesize Entrance Frame @ £144.00



Art Deco Gold Bar @ £456.00



Vintage Car Photo Prop @ £192.00

ENTERTAINMENT

We would suggest the following entertainment to add some Charleston to your celebration:

- Jazz & Swing Quartet, on arrival & during dinner - from £1,500 + VAT for 2 x 60 minute sets
- Prohibition Cocktail Mixologist - from £150.00 + VAT for up to 3 hours
- Blackjack & Roulette Casino Tables – from £850.00 + VAT for 3 hours
- Flapper Girls – from £425.00 + VAT per performer
- DJ – from £650.00 + VAT
- Photo booth - from £500.00 + VAT

Please let us know whether you would like more details on any of these ideas, or if you have any of your own...



OTHER DETAILS

Packages Include:

The attached catering packages are fully inclusive of the following:

- Venue hire and facilities charge from 6.30 - 9.30pm (*Package 1*)
- Venue hire and facilities charge from 6.30 - 11.30pm (*Packages 2 and 3*)
- Menu as detailed in each package
- Drinks package as detailed
- Management, chefs and service staff
- All furniture and black table linen
- All catering equipment
- Themed décor and uniform as detailed

Optional Additions / Not Included in Packages:

- Additional meals for any of your own staff or entertainers
- Drinks upgrades
- Entertainment or additional theming
- Flower or alternate table arrangements
- VAT
- Additional charges apply for parties wishing to finish after 11pm – speak with your event manager for more information
- Dancing - including provision of dance floor - charges apply as follows:
 - Skinners' Hall - £350.00
 - Barber-Surgeons' Hall - £500.00
 - Saddlers' Hall - £500.00
 - Apothecaries' Hall - dancing not permitted

Furniture and Linen

The prices quoted includes up to 6 clothed poseur tables and all necessary bar, dining and food station furniture and decor.

Drinks Upgrades

Full Spirit Bar (<i>after dinner</i>)	£10.00 per person
Lagache Champagne for Reception	£6.00 per person

White Wine Upgrades

Picpoul de Pinet, Félines Jourdan 2018	£3.00 per person
Petit Chablis, Domaine Du Colombier 2017	£3.50 per person
Sancerre, Langlois Chateau, 2017	£4.50 per person

Red Wine Upgrades

Klein Constantia Cabernet Merlot 2016	£3.00 per person
Château des Gravières, Graves 2016	£3.50 per person
Bourgogne Pinot Noir, Chanson 2017	£4.50 per person

Meals for Entertainers etc.

If you require us to provide meals for any staff or entertainers we can provide either:

- The same as the guests at £4.00 less than the menu price
- A 2-course supper at £24.00 per person
- Sandwiches and light refreshments at £9.50 per person

OTHER DETAILS

Numbers – X guests

This estimate is based on this number of guests. If your numbers drop, our overheads do not reduce in the same proportion and therefore our menu prices will increase. Once you confirm your booking, this is the number that we will work on. Please notify us of any change in this number as soon as possible and at the latest by 12pm on Tuesday* or Thursday** the week before the event. Dietary requirements must also be confirmed at this time. Under our terms the number cannot be reduced after that date, as we will have started to order food and have scheduled staff.

Hall Availability & Hire Terms

Please contact us for availability at each of the Halls. The Halls are buildings of outstanding architectural significance and contain valuable pieces of art and furniture. Guests will be required to respect this at all times and behave in an appropriate manner. We reserve the right to reject a booking application if we do not consider it suitable for the premises.

Terms of Payment

A written confirmation and a £500.00 booking fee is required to secure the booking. We then require 70% of the total expected charge to be paid before the event. The balance is due within three weeks of our invoice being presented.

Terms and Conditions

We draw your attention to the full Terms and Conditions detailed on the back of this estimate under which we agree to provide catering services.

*Final numbers are due by 12pm on a Tuesday if your event is held on the following Monday or Tuesday.

**Final numbers are due by 12pm on a Thursday if your event is held on the following Wednesday, Thursday, Friday, Saturday or Sunday.



SUSTAINABILITY

Sourcing Seasonal Ingredients

Our main concern is with taste - we buy locally because food miles do not improve the taste of our ingredients or reduce the impact we have on our environment. We use sustainably sourced fish, working with the Marine Stewardship Council to keep abreast of sustainable fish stocks. We encourage clients to make menu selections from our ethically responsible menus, rather than choosing out-of-season ingredients.

Fair Trade

We are committed to using small scale producers where we can and working directly with them to ensure they receive a fair price for their produce. When sourcing further afield, tea, coffee, sugar and exotic fruits must be fairly traded to earn a place in our kitchens.

Dealing with Surplus Food

Whilst we do our utmost to ensure we don't over order or prepare excess ingredients, sometimes we do have surplus food. Party Ingredients works with two charities, Fareshare and Plan Zheroes to redistribute this surplus from events. The food has gone to a number of local hostels who have used it to feed those in their care. We also regularly redistribute surplus food from larger banquets over the past 5 years.

Dealing with Food Waste

Party Ingredients recycle 100% of our food waste at our base in South Quay. Food waste is then recycled to form compost, energy (using anaerobic digestion) and fertilisers for farms in Kent.

CSR

Party Ingredients works with a range of organisations to ensure that environmental and social wellbeing are not sacrificed in our supply chain. We prioritize the wellbeing and social capital of our team, encouraging personal development and physical and mental health.

London Living Wage

Party Ingredients pays the minimum of the London Living Wage to everyone involved in our events. We have a fantastic team of service staff, support staff and junior event professionals who go the extra mile to guarantee the success of our events.

Single Use Plastic

Party Ingredients is committed to cutting down on single use plastic across our operation. Using quality glassware, glass bottles, wheat straws and biodegradable products lowers our carbon footprint and reduces non-recyclable waste production.



Ts & Cs

Numbers

The high quality of our catering depends on the fact that any event we undertake is separately planned, purchased and cooked. This does mean, however, that we have to have very strict terms regarding numbers.

- 1) All prices are quoted for a specific number of guests. When numbers drop, our overheads do not reduce proportionally and therefore our menu prices increase.
- 2) We require confirmation of numbers to be catered and charged for as well as all special dietary requirements on the Thursday before the week of an event (or for Monday and Tuesday functions on the Tuesday the week before the event). After this date, increase in numbers of up to 10 people can usually be accommodated but no allowances can be made if numbers drop.
- 3) If the number of guests attending exceeds the numbers booked (and we are able to cater for them) we will charge for the greater number.
- 4) If the number of guests attending is less than the number booked we will still charge the total number ordered.
- 5) Should additional dietary requirements be requested after this date, we reserve the right to charge for additional meals as we would have already prepared and catered for the confirmed number of standard menus.

Cancellation

Once a particular date is booked we reserve the staff and kitchen time to do that function on that date and we will refuse other events which come in later. Therefore, cancellation charges are payable for any cancellation of a confirmed date. The minimum cancellation charge is 10% of the total estimated cost. This will increase to 20% within two months of the event, 40% within one month of the event and up to 100% within the week.

Methods Of Payment

Payment of invoices can be made by BACS, by cheque or by debit card. We also accept credit card payments by MasterCard, Visa or American Express although these will be subject to a 2% surcharge to cover bank processing charges.

Payment

Deposit payments are required from all non-account clients. Payment of a final invoice is required within three weeks after the event.

Food Tastings

We are happy to provide a food tastings of the chosen menu for confirmed events where the expected turnover of the event exceeds £8,000.00. In cases where the turnover is less than £8,000.00, or the booking is not confirmed, we will make a charge for the tasting of £300.00.

Damage to Property

- 1) If Party Ingredients' property is willfully or negligently damaged or stolen at a function the replacement cost is payable by the client.
- 2) If we book premises, a marquee or other property on behalf of the client, the responsibility of security or damage to property will rest with the client.
- 3) If a client's property is willfully or negligently damaged by Party Ingredients we will be responsible under our liability insurance.

Ingredients

Whilst every effort will be made to produce the exact agreed menu we reserve the right to alter a particular ingredient if it is not available.

Allergens

Our dishes are prepared in kitchens that are not free from allergenic ingredients. Please contact a member of our staff if you have any concerns or queries regarding specific allergens

Food Left Over

It is not our policy to leave left over food as it is never the same the following day. If, however, you wish to keep the food you must ask the event manager in charge on the site. They will then transfer any left overs to your own dishes once the service staff have been fed.

Access

We require 'reasonable' access to the area of an event in order to deliver and collect our catering equipment. This will include use of lifts to upper floors, use of loading bays and vehicular access.

Cleaning Up

We always leave an event as neat and tidy as possible and we undertake to completely clean up any kitchen we use. This does not however, mean we will clean the function area. Unless otherwise arranged, rubbish will be neatly bagged up and left for your dustmen to collect.