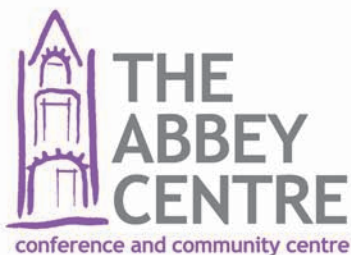




Your Guide to Conferences and Catering



34 Great Smith Street | London SW1P 3BU | 020 7222 0303 | www.TheAbbeyCentre.org.uk

Warm greetings from The Abbey Centre in SW1. We're a convenient, cost-effective and friendly meeting space in the heart of Westminster.

We want to help you make your event a success. Take a closer look at our selection of rooms and catering menus and get in touch to plan your meeting or conference at The Abbey Centre. You can also find helpful information on our website: www.TheAbbeyCentre.org.uk.

A built-in bonus is that your room hire directly supports our dynamic community centre, bringing together and providing opportunities for local children, families and older people from our diverse, local neighbourhood.

We look forward to seeing you soon!



Emma Wilson

Chief Executive

The Abbey Centre, SW1P 3BU

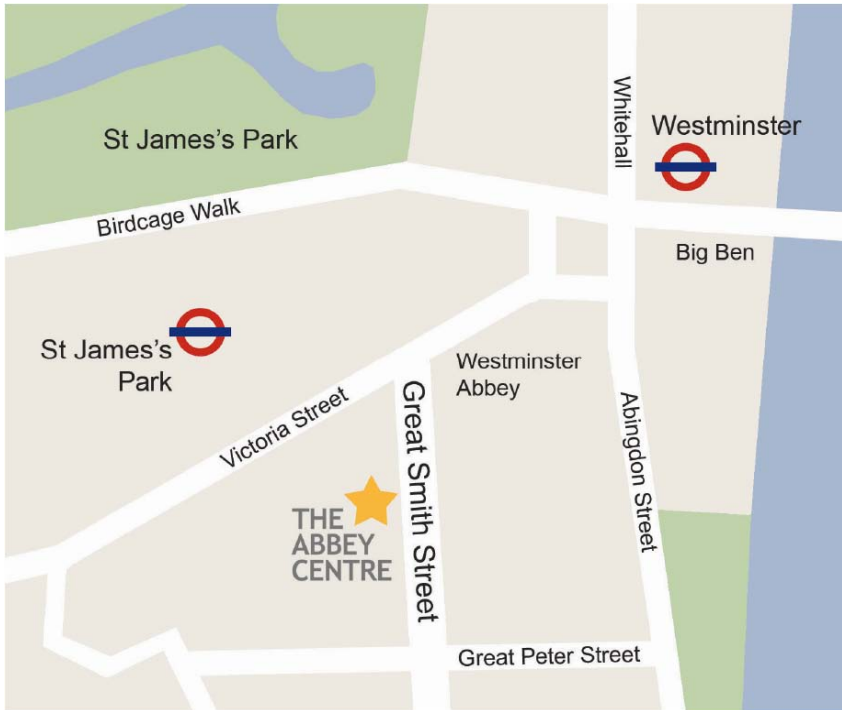
Registered company number: 05373711

Registered charity number: 1109442



CENTRAL LOCATION

We're located right in the heart of south Westminster.



Transport

Tube: St James's Park (Circle and District Lines), Westminister (Circle, District and Jubilee Lines), Victoria (Victoria, Circle and District Lines)

Bus routes: 3, 11, 12, 24, 53, 87, 148, 159, 211

Contact us

Telephone: 020 7222 0303

Fax: 020 7233 3308

Email: George.Banya@TheAbbeyCentre.org.uk

Enquiries@TheAbbeyCentre.org.uk

Website: www.TheAbbeyCentre.org.uk



ROOM NOTES

All rooms have natural light and wi-fi and are fully accessible.

We've kept room hire prices at our 2010 rate, helping you make savings.

All room hire is VAT free.

Registered charities receive a 10% discount.

Access to the centre before 9am incurs a service charge in the region of £80 per half hour to cover direct costs. Please contact us for details.

Hiring The Abbey Centre has a direct CSR (Corporate Social Responsibility) impact, supporting our dynamic community centre and bringing together older people, children and families from a diverse range of backgrounds.

All prices valid 04/04/2011 until 31/08/2011.

CATERING NOTES

We are committed to using ingredients that are organic, non-GM, fairtrade and sustainable wherever possible.

Our teas and coffees are from a sustainable source and our milk is organic.

All menu prices exclude VAT.

All prices valid 04/04/2011 until 31/08/2011.



ROOMS OVERVIEW

Our bright meeting rooms are the perfect setting for your event.

Room	Capacity	Room Hire Price		
		Session 9:00-12.30 13.30-17.30	Day 9:00- 17:30	Evening 18.00- 21.00
Parker Morris Hall Large hall with stage for events and conferences.	80-200 people Theatre: 200 Board/HS*: 40 Cabaret: 80	£730	£1270	£500
Garrett Anderson Room Bright room overlooking Great Smith Street.	24-35 people Theatre: 35 Board/HS*: 25 Cabaret: 24	£300	£415	£200
Booth Room Attractive 3 rd floor room with natural daylight.	24-35 people Theatre: 35 Board/HS*: 25 Cabaret: 24	£300	£415	£200
Sancho Room A bright, eaved room on the 3 rd floor.	12-20 people Theatre: 20 Board/HS*: 15 Cabaret: 12	£300	£415	£200
Ashley Cooper Room A lower-ground room with courtyard garden.	24-40 people Theatre: 40 Board/HS*: 25 Cabaret: 24	£240	£314	£200
Hill Room A small, low-cost room.	2-8 people Consultancy: 3 Board: 5 HS*: 8	£53	£105	£26
The Wash House Café Ground-floor café.	50-100 people Dining: 50-70 Reception: 100	N/A	£828	£338
Wash House Annexe A ground-floor room with small balcony.	24-50 people Theatre: 50 Board/HS*: 25 Cabaret: 24	£300	£415	£237
Café plus Annexe	80-150 people	N/A	£854	£463

*HS = Horseshoe



Parker Morris Hall

NAMED AFTER HOUSING ACTIVIST SIR PARKER MORRIS



Capacity: 80-200

The Parker Morris Hall is a large hall for conferences, AGMs, lectures, events and training sessions. The hall has high ceilings and a stage and has room for up to 200 delegates.

The hall is named after Sir Parker Morris, a Westminster City Council clerk who helped establish The Abbey Community Association in 1948. Sir Parker Morris campaigned for improved living conditions in council homes and also co-founded HACT, the housing action charity.

CSR BONUS: Hiring the Parker Morris Hall contributes towards activities such as our ballroom dancing and Latin/Salsa classes for older people.

Capacity <ul style="list-style-type: none">Theatre: 200 (Note: for 200 delegates, you'll need to hire extra space in the café or annexe for refreshments).Boardroom: 40Horseshoe: 40Cabaret: 80	Rates <ul style="list-style-type: none">Session: £730Day: £1270Evening: £500
Dimensions <ul style="list-style-type: none">16.3 x 10.91m53'6" x 35'10" (excluding stage)	Session times <ul style="list-style-type: none">Morning: 9.00-12.30Afternoon: 13.30-17.30Evening: 18.00-21.00



Garrett Anderson Room

NAMED AFTER DOCTOR AND CAMPAIGNER ELIZABETH GARRETT ANDERSON



Capacity: 24-35

The Garrett Anderson Room is one of our most popular rooms, with beautiful arched windows overlooking the red-brick buildings of Great Smith Street. The room is generously proportioned, with space for up to 35 delegates.

This room is named after Elizabeth Garrett Anderson, the first female English doctor and a pioneering political campaigner. She championed healthcare

for women and children and founded the London School of Medicine for Women.

CSR BONUS: Hire the Garrett Anderson Room and support activities such as music & movement classes for under 5s.

Capacity <ul style="list-style-type: none">• Theatre: 35• Boardroom: 25• Horseshoe: 25• Cabaret: 24	Rates <ul style="list-style-type: none">• Session: £300• Day: £415• Evening: £200
Dimensions <ul style="list-style-type: none">• 7.65 x 5.22m• 25'2" x 17'2"	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



Booth Room

NAMED AFTER PHILANTHROPIST CHARLES BOOTH



Capacity: 24-35

The Booth Room is a bright, 3rd floor room with plenty of character. This handsome room looks out over Great Smith Street, with glimpses of Westminster Palace's majestic Victoria Tower. This very popular room has plenty of natural daylight.

The Booth Room is named after Charles Booth, a Victorian philanthropist and social researcher who worked to

improve conditions for deprived people, particularly older people.

CSR BONUS: Hiring the Booth Room contributes to classes including our Tai Chi for older people.

Capacity <ul style="list-style-type: none">• Theatre: 35• Boardroom: 25• Horseshoe: 25• Cabaret: 24	Rates <ul style="list-style-type: none">• Session: £300• Day: £415• Evening: £200
Dimensions <ul style="list-style-type: none">• 7.65 x 5.22m• 25'2" x 17'2"	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



Sancho Room

NAMED AFTER INFLUENTIAL AFRICAN-BRITON IGNATIUS SANCHO



Capacity: 12-20

The Sancho Room is an eaved meeting room on the 3rd floor, with natural daylight and space for 20 delegates.

The Sancho Room is named after Ignatius Sancho. Born on a slave ship, Sancho got an education and published books and plays. He later became a grocer in King Charles Street, SW1. His book *The Letters of the Late Ignatius Sancho* inspired abolitionists to fight

against slavery. Sancho is the first known person of African origin to vote in Britain.

CSR BONUS: Hiring the Sancho Room supports our Shen Chi Do martial arts classes.

Capacity <ul style="list-style-type: none">• Theatre: 20• Boardroom: 15• Horseshoe: 15• Cabaret: 12	Rates <ul style="list-style-type: none">• Session: £300• Day: £415• Evening: £200
Dimensions <ul style="list-style-type: none">• 5.90 x 4.88m• 19'4" x 16'	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



Ashley Cooper Room

NAMED AFTER PHILANTHROPIST ANTHONY ASHLEY COOPER



Capacity: 24-40

The Ashley Cooper Room is a lower-ground floor room, with doors opening onto the Abbey Centre's courtyard garden. From late Spring to early Autumn, you can throw open the doors and enjoy the fresh air. There's room for up to 40 delegates for meetings or training.

This room is named after Anthony Ashley Cooper (later the 7th Earl of

Shaftsbury), one of the best-known Victorian philanthropists. He was chairman of the Ragged Schools Union for over 40 years and fought against child labour in factories and mines. He also campaigned for improved treatment for people with mental health problems.

CSR BONUS: Hire the Ashley Cooper Room to support activities such as our social club for Spanish and Portuguese older people.

Capacity <ul style="list-style-type: none">• Theatre: 40• Boardroom: 25• Horseshoe: 25• Cabaret: 24	Rates <ul style="list-style-type: none">• Session: £240• Day: £314• Evening: £200
Dimensions <ul style="list-style-type: none">• 11.27 x 4.98m• 37' x 16'4"	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



Hill Room

NAMED AFTER SOCIAL REFORMER AND HOUSING ACTIVIST OCTAVIA HILL



Capacity: 2-8

The Hill Room is a small, 3rd floor room at The Abbey Centre. It's a discreet room that's ideal for small meetings or confidential interviews, appraisals, counselling, case work, training or therapy sessions.

The Hill Room is named after Octavia Hill, a social reformer and pioneer of female activism. She campaigned for affordable housing and set up the

Horace Street Trust, later Octavia Housing and Care. Hill believed in the importance of community space and activities for young people. She also recognised the value of the environment, campaigning for footpaths and co-founding the National Trust.

CSR BONUS: Hire the Hill Room to support vital activities at The Abbey Centre such as the GLAD social club for adults with disabilities.

Capacity <ul style="list-style-type: none">• Boardroom: 5• Horseshoe: 8• Consultancy: 3	Rates <ul style="list-style-type: none">• Session: £53• Day: £105• Evening: £26
Dimensions <ul style="list-style-type: none">• 11.27 x 4.98m• 37' x 16'4"	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



The Wash House Café

NAMED IN HONOUR OF THE FORMER PUBLIC BATHS BASED HERE



Capacity: 100 (reception)

50-70 (dining)

The Wash House Café is available to hire for large meetings and events. The café is on the ground floor, with doors opening onto a small balcony. For larger meetings, you can hire the café and its annexe room together as one extra-large meeting space. The higher daytime hire fee reflects our cost in closing the café to regular customers.

The Wash House Café is named in honour of the building's former use as St Margaret and St John the Evangelist's Baths, a public baths and wash house.

CSR BONUS: Hiring The Wash House Café enables us to offer our older members subsidised meals and hot drinks in our café.

Capacity <ul style="list-style-type: none">• Dining: 50-70• Reception: 100	Rates <ul style="list-style-type: none">• Day: £828• Evening: £338 Café Plus Annexe Day: £854; Evening: £463
Dimensions <ul style="list-style-type: none">• 10.94 x 8.98m• 46'6" x 35'11"	Session times <ul style="list-style-type: none">• Day: 9.00-17.30• Evening: 18.00-21.00



The Wash House Annexe

NAMED IN HONOUR OF THE FORMER PUBLIC BATHS BASED HERE



Capacity: 24-50

This spacious ground-floor space has doors that open onto a small balcony. If you book this room, please note that noise levels will be higher at lunchtime as our busy café is right next door.

The Wash House Café and Annexe are named in honour of St Margaret and St John the Evangelist's Baths, which were based in our building at 34 Great Smith Street. This was Westminster's

first public baths and wash house (for cleaning clothes), which served as a valuable resource for the local community.

CSR BONUS: Hiring the Wash House Annexe supports activities such as the Bosnian & Herzegovinian supplementary school on Saturdays.

Capacity <ul style="list-style-type: none">• Theatre: 50• Boardroom: 25• Horseshoe: 25• Cabaret: 24	Rates <ul style="list-style-type: none">• Session: £300• Day: £415• Evening: £237 Café Plus Annexe Day: £854; Evening: £463
Dimensions <ul style="list-style-type: none">• 10.94 x 5.18m• 35'11" x 17'	Session times <ul style="list-style-type: none">• Morning: 9.00-12.30• Afternoon: 13.30-17.30• Evening: 18.00-21.00



CATERING

Our catering team provides fresh and affordable food and drinks to keep your delegates refreshed and energised.

ABBEY BREAKFAST MENUS

Healthy Breakfast

Minimum order 8 people
£8.25 pp

A platter of freshly sliced fruit
Creamy, organic fruit yoghurt
Fruit juice (apple, cranberry, pineapple tomato or orange)
Tea, coffee and herbal tea

Traditional Breakfast

Minimum order 8 people
£8.65 pp

A selection of the following:
Mini bacon butty
Smoked salmon and cream cheese on half a toasted bagel
Danish pastries, croissants and pain au chocolat
Fruit juice (apple, cranberry, pineapple, tomato or orange)
Tea, coffee and herbal tea

Cooked Breakfast

Minimum order 10 people
£10.19 pp

Smoked bacon
Cumberland sausage
Pan-fried mushrooms
Baked beans
Bread roll and a toasted English muffin
Tea, coffee and a selection of herbal tea
Fruit juice (apple, cranberry, pineapple, tomato or orange)



ABBEY SANDWICH MENUS

Menu A

£3.99 pp

A round of sandwiches with vegetarian, meat and fish fillings on a variety of bread

Menu B

£5.49 pp

A round and ¼ of sandwiches with vegetarian, meat and fish fillings on a variety of bread
Fresh fruit basket

Menu C

£6.25 pp

Minimum order 8 people
A round and ½ of sandwiches with vegetarian, meat and fish fillings on a variety of bread
Fruit basket
Crisps

Menu D

£8.99 pp

Minimum order 10 people
A round of sandwiches with vegetarian, meat and fish fillings on a variety of bread
Cold chicken slices with a light mayonnaise
Vegetarian quiche
Fresh fruit basket
Crisps

Menu E (Vegetarian)

£10.78 pp

Minimum order 10 people
A round of sandwiches with a range of vegetarian fillings on a variety of bread
Selection of crudités served with dips
Fresh fruit basket
Root vegetable crisps

Menu F

£12.69 pp

Minimum order 10 people
Selection of wraps with vegetarian, meat and fish fillings
Spicy chicken breast on a skewer
Red pepper houmous with a drizzle of olive oil
Chargrilled vegetable quiche
Fresh fruit basket
Nachos



ABBEY BUFFET MENUS

Cold Fork Buffet Range

Minimum order 15 people
Choice of 3 Dishes £20.70 pp
Extra dishes £5.60 per dish pp

Chicken in Provençale marinade
Selection of dips served with pitta bread
Chargrilled vegetable quiche slices (V)
New potato salad with a French dressing (V)
Selection of sliced cold meats
Vegetarian tabbouleh couscous salad (V)
Artichoke hearts in a seasonal lettuces salad (V)
All served with salad and a bread roll

Hot Buffet Range

Minimum order 15 people
Choice of 3 Dishes £23.50 pp
Extra dishes £6.10 per dish pp

Warm chorizo sausage salad and garlic bread
Mutton Kerala (chilli, coconut, cinnamon and clove)
Spring vegetables in a basil and plum tomato sauce (V)
Warm smoked haddock and spinach pie
Chicken Tikka Masala
Steak and red wine pie
Salmon in a creamy oyster mushroom sauce
Stir-fried vegetables with sesame oil on a bed of egg-free noodles (Vegan)
Cheese tortellini served with an arrabiata sauce (V)
Gnocchi with cheese sauce (V)
All served with rice, mixed leaves and a bread roll



ABBEY BEVERAGES, DESSERTS AND SNACKS MENU

Beverages & Biscuits

Tea, coffee, herbal tea and biscuits
£2.20 pp

Filter coffee and tea
£2.00 pp

Biscuits
£0.70 pp

Juice: orange, apple, tomato, pineapple or cranberry juice
£2.30 per litre

Cold still or sparkling mineral water
£2.00 per litre

Pastries

Croissants or pain au chocolat
£1.50 each

Large Danish pastries
£1.50 each

Small Danish pastries
£1.20 each

Cakes and gateaux
£2.20 pp

Desserts

Organic carrot cake £2.20

Organic banana cake £2.20

Black Forest gateau £2.20

French apricot tartlet £2.20

Strawberry & cream tart £2.20

Chocolate slab £2.20

Snacks

Marinated olives £4.85
(serves 4-5 people)

Fresh fruit platter £1.45 per person

Fresh fruit 75p per person per piece

Crisps £4.85 (serves 4-5 people)



AUDIO VISUAL EQUIPMENT HIRE

ITEM	PRICE PER ITEM	CORE STOCK
PA System (Main Hall) 2 fixed microphones	£66	1
Roving Microphones (each)	£44	2
Small Microphone and Speaker	£22	1
Induction Loop (Main Hall)	FREE	1
LCD Data Projector (to use with own laptop)	£50	2
Flipcharts, writing pads, pens (1 included per room)	1 free, £13.20 per extra set	15
Display Panels	£38.50	2 sets

We can provide most audio-visual equipment, either in-house or through an external supplier. If you need something not listed here, please let us know when booking and we will do our best to secure it for you. Please note we need at least 72 hours notice to bring in external stock. We are happy to advise you on the use and suitability of our equipment.

Conference and catering services are provided by Abbey Community Services Limited, the trading arm of The Abbey Community Association Limited, a registered charity.



ROOM HIRE TERMS AND CONDITIONS

ABBEY COMMUNITY SERVICES LIMITED

Terms and conditions for hire of facilities and catering

1. General

- a. These terms and conditions will apply to all bookings for room hire and catering services supplied by Abbey Community Services Limited ('Abbey')

2. Applications for hire of facilities and catering

- a. All bookings must be made using the room hire and catering booking form. Please contact 020 7222 0303 or enquiries@theabbeycentre.org.uk for more information.

3. Cancellation or reduction of booking

- a. You must notify us of any cancellation or changes to your booking as soon as possible.
- b. We may charge the following fees where you reduce or cancel your booking as follows:
 - i. Room hire
 1. 16 or more clear working days before the event - No charge
 2. Up to 15 clear working days before the event - full price
 - ii. Catering
 1. 3 or more clear working days before the event - No charge
 2. 1 - 2 clear working days before the event - 30% of price
 3. Up to 1 clear working day before the event - full price
- c. Further, where additional costs are specifically incurred owing to the cancellation or reduction, then we may require you to pay them.

4. Deposit and payment of invoice

- a. 100% of your room hire is payable on booking for new clients
- b. A 10% deposit is requested for all other room hire on booking
- c. You must pay any monies outstanding within thirty (30) days of the date of our invoice. Your invoice will also include catering costs and any additional costs incurred on the day e.g. additional tea and coffee or equipment hire.
- d. If you do not pay the outstanding monies by the due date, then you must pay us an additional 5% of the outstanding monies. (This will not limit any



statutory entitlements or court awarded costs or interest to which we may become entitled.)

- e. Any amounts stated in these terms and conditions, or in the booking form or on our price lists, will be exclusive of VAT unless otherwise stated.

5. Health and Safety

- a. No persons are permitted to smoke anywhere on our premises.
- b. You must comply with our health and safety requirements (please contact 020 7222 0303 or enquiries@theabbeycentre.org.uk for copies of our policies and procedures.
- c. You must report any health and safety issues to our staff.
- d. Accidents must be reported to reception.
- e. You must follow our emergency procedures, which are displayed in all rooms.
- f. It is your responsibility to ensure that these requirements are brought to the attention of everyone attending your event.

6. Indemnity and damages

- a. You will be responsible for any costs whatsoever incurred by us in making good any damage done to the facilities by you or persons attending your event.
- b. You will indemnify us against any damages and related costs (including legal costs) we may be obliged to pay to other persons as a result of your use of the facilities.
- c. Neither party (you or us) shall be responsible to the other for any uncontrollable events (acts of god or government action or restriction) that restrict the performance of their respective obligations under this agreement.

7. Use of the facilities

- a. You may not, without our permission:
 - i. affix any banners, bills or posters to any walls or fabric of the building
 - ii. drive any bolts, tacks, screws or similar objects in any part of the building
- b. You must, immediately after your event, remove all property that you or any person attending your event brings into the building. We may remove or store any property left behind. We may charge you £20 per day for any such property left on our premises.
- c. We will not be responsible for any damage done to, theft of or removal of your property whilst it is at our premises.



- d. You must leave the facilities you hire, together with the access ways and toilet facilities, in a clean and orderly state.
- e. You must not block any corridors or fire or other exits.
- f. You must not remove or tamper with any fire appliances.
- g. You must not use any additional lights or make extensions from light fittings without our prior consent.
- h. You may not use our facilities to sell any goods or real property by auction.
- i. We have a right of entry at all times to the part of our facilities that you hire.
- j. You must use our catering services for all food and drink consumed at your event, unless we give you permission, in exceptional circumstances, to do otherwise. We may charge a surcharge in such exceptional case.

8. Equal Opportunities

- a. You must follow our Equal Opportunities Policy and use your best efforts to ensure that any person attending your event does also do so. Abbey Community Services Limited

Contact us

Telephone: 020 7222 0303

Fax: 020 7233 3308

Email: George.Banya@TheAbbeyCentre.org.uk

Enquiries@TheAbbeyCentre.org.uk

Website: www.TheAbbeyCentre.org.uk

