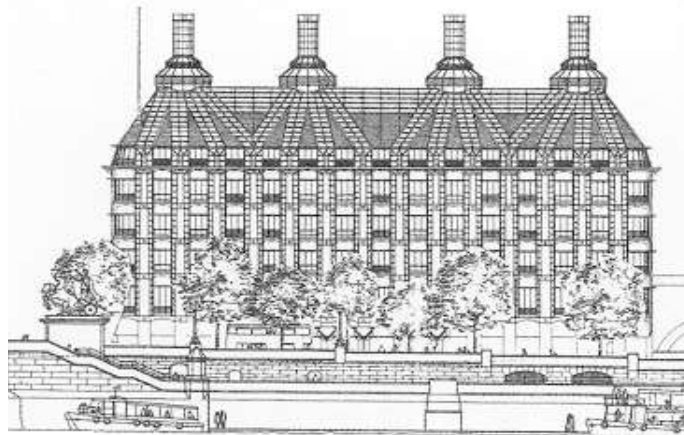


# portcullis house

## conference & meeting rooms

menus & information



☎ 020 7219 1688

✉ [portcullishousecatering@parliament.uk](mailto:portcullishousecatering@parliament.uk)

## welcome

Catering and Retail Services at the House of Commons provide a wide variety of catering options to the meeting and conference rooms located on the 1<sup>st</sup> Floor of Portcullis House.

Our friendly and professional team are highly experienced in ensuring that your event is a complete success. From discussing initial ideas and requirements, to providing a first class service on the day, we know that the success of any event relies on getting things right - down to the last exacting detail.

All the procedures for the arrangement of our services are located within this booklet. However, if there is something you are unsure of, or you require advice at any time, please contact our dedicated service number:

[020 7219 1688](tel:02072191688) or alternatively you can email [portcullishousecatering@parliament.uk](mailto:portcullishousecatering@parliament.uk)

**We are here to help and look forward to being of service to you.**

## how to book

### The Attlee Suite and the Macmillan Room

- ◆ Our Conference Rooms have a maximum capacity of 150 and 70 respectively.
- ◆ For initial availability information and to book your room contact the Events Team on: [020 7219 3090](tel:02072193090)
- ◆ Once you have your room booking arranged, contact us directly to arrange your catering and other event requirements on [020 7219 1688](tel:02072191688) or by email: [portcullishousecatering@parliament.uk](mailto:portcullishousecatering@parliament.uk)
- ◆ Please be aware that we require at least **3 working days notice** in order to make all the arrangements for your event in these rooms.
- ◆ Confirmation by completion of a booking form is required in order to guarantee our services. We will guide you through the process of completing the booking form and send you the completed form to check and obtain the required signatures. If you have visited us before and are aware of your requirements then you can complete your own booking form should you wish.

## Meeting Rooms

- ◆ Our meeting rooms have a maximum capacity of between 12 and 16 delegates.
- ◆ For initial availability information and to book your room contact the Events Team on: [020 7219 4144/3090](tel:020721941443090).
- ◆ Catering requirements for your meeting will be arranged at the time of booking by a member of the Events Team.
- ◆ Please be aware that we require 48 hours notice in order to provide catering to these rooms, though requests such as teas, coffees, biscuits etc. can usually be met within a shorter notice period.

## information and conditions

To confirm your event requirements, you must ensure that the Member of Parliament or Officer of the House who is sponsoring your event **signs the booking form prior to the event** because they are responsible for underwriting all charges incurred. Signed booking forms need to be faxed, posted or scanned and emailed to us.

- ◆ All your catering requirements are provided on a pre-ordered basis.
- ◆ Unopened bottles of beverages are provided on a sale or return basis.
- ◆ Food is not provided on a sale or return basis.
- ◆ All items are delivered to the room at the pre-arranged time.
- ◆ All items are provided on a self-service basis – should staff be required, they are available at an additional cost of £76.80 per person. Please call: [020 7219 1688](tel:02072191688) to discuss your requirements.
- ◆ Souvenirs are available for events in the Attlee and Macmillan rooms. Please call: [020 7219 1688](tel:02072191688) to arrange.
- ◆ Full settlement of the account is accepted by a major credit card, cash or cheque with a valid guarantee card. Cheques should be made payable to: HOC - CRS. If payment is not received on the day, the full amount will be charged to the sponsoring MP or Officer of the House. We are unable to offer invoicing facilities.
- ◆ Any **cancellations** or **amendments** to final numbers are required **3 working days** prior to the meeting and must be notified direct to Portcullis House Catering. Cancellations within 3 working days may be chargeable.

## menus

All prices are per person.

Tea, coffee	£2.05
Tea, coffee, biscuits	£2.55
Danish/croissants	£4.60
Mini cream cakes	£4.60
Sandwiches: 1 round	£4.60
Sandwiches: 1½ rounds	£5.95
Mineral water per litre bottle	£2.00
Juices: per litre carton (approx 5 glasses)	
Orange/apple/cranberry	£3.05
Smoothies: per 1½ litre jug	
Seasonal fruit smoothies	£14.50

**The following selections are available for meetings and events of 10 delegates or more with three working days notice:**

### snacks £3.70

roasted and spiced nuts  
marinated black and green olives  
kettle chips

### morning break £6.55

fresh fruit platter (on its own £3.70)  
fresh fruit juice  
tea and coffee

### mid morning break £6.55

mini croissants and Danish pastries  
fresh fruit juice  
tea and coffee

### healthy break £9.70

smoked Scottish salmon rosettes  
with low fat crème fraîche  
melon ball skewers  
fruit smoothie shots  
tea and coffee

## buffet selection

Our buffet selection carries a minimum spend of £15.00 per delegate. Please ask us for advice on how to achieve this should you be unsure.

All prices are per person and please remember that we require three working days notice to arrange your menu.

### cold tapas £4.60

please select four of the below:

roasted cherry tomatoes in balsamic vinegar  
marinated anchovy fillets  
salami in chilli sauce  
kalamata and bosquido olives  
piccinini sweet peppers stuffed with feta v  
bocconcini mozzarella with pine nuts v

## sandwiches

1 round	£4.60
1½ rounds	£5.95

please ask for our current fillings

### sushi assortment £12.25

please ask for our current varieties.

## hot buffet

please select two or more items from each of the following three price bands:

### £1.55 each

baby onion bhajis with mint and turmeric yoghurt v  
roasted new potato wedges with sour cream and guacamole v  
mini Welsh rarebit (cheddar, green peppercorns and mustard on toasted ficelle bread) v  
mini kleftico lamb meatballs with sweet curry sauce  
sesame prawn toasts

### £2.55 each

pork skewers with jerk chilli sauce  
mini cones of fish and chips  
pepper, halloumi and pineapple kebabs with a sweet chilli dip v  
baby Cumberland sausages with wholegrain mustard mayonnaise

### £3.55 each

roasted tandoori salmon squares with cucumber riata  
chicken peanut satay bites with coriander yoghurt  
grilled snapper with Cajun spice and red onion marmalade  
tempura of tiger prawns with tartar sauce and lemon

## wines & beer

Our wines are available by the bottle only

### Champagne and sparkling

House of Commons Champagne	£28.60
House of Commons Sparkling Wine	£21.45
Bucks Fizz / Kir Royale	<i>price on application</i>

### white

Denbies Flint Valley Surrey	£15.30
House of Commons Sauvignon Blanc	£14.05
Fairvalley Sauvignon Blanc S Africa	£15.30
Chablis Burgundy France	£21.45

### red

House of Commons Claret	£14.05
Fairvalley Pinotage S Africa	£15.30
Heartland Stickleback Australia	£16.35
Fleurie France	£23.00

### beer

peroni or fosters, per bottle from	£2.80
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## additional services

### special requirements

We understand that you may have special requirements for your event. We are able to tailor menus to suit whatever event you are planning and with notice can arrange menus to incorporate dietary or religious needs. Please call us on:

**020 7219 1688** to discuss your requirements.

### flowers

We can arrange flower displays for your event.

style	standard	superior
small table	£15.00	£20.00
large table	£20.00	£25.00
top table	£50.00	£70.00
buffet vase	£50.00	£70.00
pedestal	£80.00	£100.00

### private meetings

You may be organising a meeting in a private office and require equipment. We offer a hire service and prices for collect and return are as follows:

glass hire (wine/flute/tumbler), per dozen	£2.00
cup and saucer, per dozen	£2.00
side plate, per dozen	£2.00
linen tablecloth	£2.20
ice bucket and ice	£1.80
paper napkins, per 100	£2.10
breakage or loss, per item	£2.50

### corkage

Catering & Retail Services have sole supply rights for food and drinks in our conference and meeting rooms. Occasionally, special dispensation may be granted by the House Administration Committee for event organisers to supply their own food or drink. In this case we will charge a corkage fee of £14.50 for sparkling wine and £7.50 for still wine. This price includes glass hire and cleaning.

### prior to your event

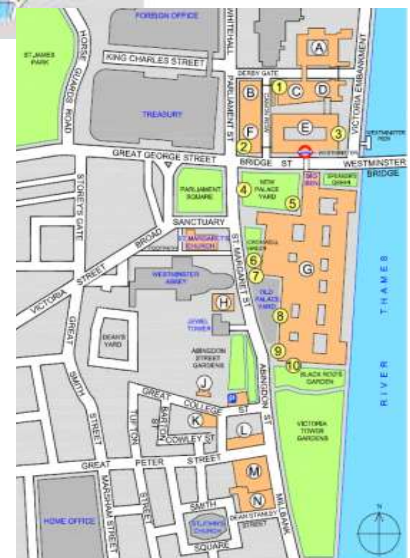
For further information regarding what to expect when arriving at the Houses of Parliament, you can visit:

[www.parliament.uk/visiting/exhibitionsandevents/events.cfm](http://www.parliament.uk/visiting/exhibitionsandevents/events.cfm)

The map below shows how to find us and is available from us should you wish to send it to your delegates.



### how to find us



### meeting details

date of meeting .....

function room .....

catering required.....

any other details .....

Should you have any queries  
please call 020 7219 1688 or email:  
[portcullishhousecatering@parliament.uk](mailto:portcullishhousecatering@parliament.uk)