



Office Services

Capercaillie – Register with us*

Individual - £120 per annum

For one person

Small Organisation - £294 per annum

For up to three named people

Puffin – The virtual Office

3 months minimum

Tier 1 - £24 ppm

Use of address only

Tier 2 - £40 ppm

Use of address for mail and parcel delivery without forwarding

Tier 3 - £48 ppm

Use for a registered Business address and

Merlin – Digital Services

- Podcasting equipment available for £40 per hour (editing services available)
- Media Room (Trossachs) £4.80 per hour, £18 per half day & £36 per day

Registration Benefits:

- Join the growing, engaged community of like-minded individuals and organisations looking to grow and develop in London and beyond
- Gain access to the community lounge – The Glamis Room with complementary Wi-Fi
- Gain access to flexible pay as you go office services including virtual address, hot desk space, meeting rooms and more all of which can be booked instantly online
- Join in with the community focused social, cultural, business and educational events

*all office service packages require a registration

Grouse – The Space (Co-working / Private Office services)

	Per Hour	Per ½ Day	Per Day	Per Week	Per Month	Capacity
Loch Ryan (co-working)	£8.40	£30.00	£48.00	£120.00	£270.00	Flexible Space
Loch Fyne (private for 1)	£13.20	£42.00	£66.00	n/a	n/a	1 person
Holyrood (private for 2)	£16.80	£66.00	£96.00	n/a	n/a	2 people
Cairngorms (music/media room)	£6.00 Members only	£24.00 Members only	£42.00 Members only	n/a	n/a	4 people
Trossachs (music/media room)	£4.80 Members only	£18.00 Members only	£36.00 Members only	n/a	n/a	4 people
Cuillins (Training Room basement)	£54.00	£174.00	£240.00			Flexible Space
Basement (Old Rifle Range)		£150.00	£200.00			Flexible Space

Ptarmigan – Licensed Offices

Glen Etive (159 sqft) - £900.00 pcm
 Loch Lomond (160 sqft) - £910.00 pcm
 Loch Marie (103 sqft) - £586.00 pcm
 Loch Inver (198 sqft) - £1125.60 pcm
 Classroom (459 sqft) - £2757.05 pcm
 Holyrood (211 sqft) - £1477.63 pcm
 Loch Fyne (59 sqft) - £354.39 pcm
 Library (279 sqft) - £1675.85 pcm

*All prices include a service charge that includes cleaning, Insurance and upkeep of communal areas
 *All licenced offices are VAT exempt





Available Rooms (Main Meeting and Conferencing facilities)

Location	Per Hour	Per Segment (4.5hrs)	Per Day (10hrs)	Capacity
Hospitality Suite (Drill Hall, River Forth and two additional rooms)		From £1200.00	From £1998.00	
Drill Hall*	£150.00 £168.00 (with AV/TV)	£636.00 £655.00 (with AV/TV)	£1200.00 £1224.00 (with AV/TV)	250 Reception 180 Seminar 120 Dinner /Dance
River Forth * ₁ (Dining Room)	£92.40 £108.00 (with AV/TV)	£254.40 £312.00 (with AV/TV)	£396.00 £468.00 (with AV/TV)	20 seated 30 Reception
Ante Room (Dee, Tay, Spey and Tweed)	£54.00 £72.00 (with AV/TV)	£180.00 £228.00 (with AV/TV)	£324.00 £372.00 (with AV/TV)	4 – 8 Seated
Twin Ante Rooms	£95.00 £100.00 (with AV/TV)	£240.00 £276.00 (with AV/TV)	£420.00 £480.00 (with AV/TV)	8-16 Seated 20 Reception
Ante Room + River Forth	£120.00 £130.00 (with AV/TV)	£300.00 £320.00 (with AV/TV)	£435.00 £475.00 (with AV/TV)	30 Seated 50 Reception
2 Ante Rooms + River Forth	£132.00 £144.00 (with AV/TV)	£450.00 £480.00 (with AV/TV)	£630.00 £690.00 (with AV/TV)	40 Seated 80 Reception
Whole of Mess (River Forth + 3 Rooms)	£144.00 £156.00 (with AV/TV)	£540.00 £600.00 (with AV/TV)	£780.00 £840.00 (with AV/TV)	40 Seated 100 Reception
Glamis Room* ₂ (weekdays only available 18.00-23.00)	£78.00 £102.00 (with AV/TV)	£270.00 £330.00 (with AV/TV)	n/a	42 Seated 60 Reception
Loch Ryan (co-working room, availability subject to no co-working desk being booked)	£72.00 £90.00 (with AV/TV)	£240.00 £288.00 (with AV/TV)	£410.00 £475.00 (with AV/TV)	Flexible Space
Ground Floor Classroom	£60.00 £96.00 (with AV/TV)	£180.00 £210.00 (with AV/TV)	£270.00 £300.00 (with AV/TV)	Flexible Space

Available Rooms (Extra Facilities)

Location	Per Hour	Per Segment (4.5hrs)	Per Day (10hrs)	Capacity
Cuillins (Training Room basement)	£54.00	£174.00	£240.00	Flexible Space
Cairngorms (Music/Media Room)	£28.80	£108.00	£187.20	Flexible Space
Trossachs (Music/Media Room)	£24.00	£90.00	£156.00	Flexible Space
Library	£36.00	£114.00	£180.00	10 Seated
Basement (Old Rifle Range)	n/a	£150.00	£200.00	Flexible Space
Parking	£6.00	£24.00	£36.00	

Extra Services:

- Single laptop for personal hire £30
- Traditional portable screen and projector £23
- Tea and coffee (prices per head) £1.80 (one serving), £3.00 (two servings), £4.20 (3 servings)
- Podcasting equipment £40 per hour (editing services available)

*AV/TV for Drill Hall includes Speakers, Microphones, Smart TV Flat Screen and live streaming equipment for your event

*₁ AV/TV for 2nd Floor rooms includes Smart TV Flat Screen and live streaming equipment for your event

*₂ AV/TV for Glamis includes Speakers, Microphones, mounted Screen and Projector and live streaming equipment for your event

Discounts (apply to room rates only)

Serving London Scottish Regimental and Trust Personnel 15%	Charities 15%
Regimental Family 15%	Strategic Partners, Military, Government 15%
Capercaillie Members 5%	



Catering

There is a charge of £300.00 or 15% of the bill (whichever is the lesser) for outside catering. This charge also applies for the use of all in house LSH tableware.

Table Decoration

- Flowers POA
- 6 pieces of regimental Silver £90
- 6 pieces of regimental Silver + Regimental candelabra £150
- Tablecloths £3.60 per item

Glass replacement for breakages is £5.00 per item

Beverages

We sell a variety of Beverages in House. Please contact us for the full menu. Otherwise, you can bring your own drinks and pay corkage.

Corkage (per bottle/can)

- Wine £6.00
- Sparkling Wine £9.00
- Champagne £10.50
- Beer £1.20
- Spirits £12.00
- Soft Drink £1.20

Bar Minimum Spend

- £250 for any event up to 50 guests
- £350 for any event for 50+ guests

Pipes and Drums

- One Musician £270.00
- Mini Band (4-6) £864.00
- Mini Band (7-12) £1772.00
- Full Band (13-16) £2460.00

There is a 25% discount rate for charities and military organisations on all pipes & drums bookings.

Event Museum Prices

- Escorted unguided access (per group of up to 20 people) £90
- Guided tour (12 people max) £180

Extras:

- Storage for up to 24h £60 (48 maximum storage prior/post event)
- Professional sound system for concerts + a duty engineer on site £1200
- Every event includes an Event Duty Manager and Security Staff



Accommodation

Description:

Our newly refurbished three-bedroom townhouse in the heart of Westminster is the perfect place to rest your head after a busy day in London. With a fully equipped kitchen/diner there's no need to go out, but we would recommend you sample some of the local cafes and restaurants during your stay. Suitable for up to 6 people, why not join us at our home away from home.

Living Room



Amenities:

- WIFI
- Washing machine
- Towels / Linen

Address:

2 Elverton Street,
Westminster,
SW1P 2QS

Price:

£365 per night for
a minimum of 2
nights

Bedroom 1



Kitchen



The Rooms

Bathroom



Bedroom 2 & 3

