



Office Services

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 mail
forwarding

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



Osprey

Meeting and Conferencing

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 £1740.00	From £2900.00	
Drill Hall	£220.00 £250.00 (with AV/TV)	£950.00 £980.00 (with AV/TV)	£1740.00 £1770.00 (with AV/TV)	250 Reception 180 Seminar 120 Dinner /Dance
River Forth (Dining Room)	£135.00 £165.00 (with AV/TV)	£375.00 £415.00 (with AV/TV)	£580.00 £680.00 (with AV/TV)	20 seated 30 Reception
Ante Room (Dee, Tay, Spey and Tweed)	£135.00 £165.00 (with AV/TV)	£250.00 £300.00 (with AV/TV)	£420.00 £480.00 (with AV/TV)	4 – 8 Seated
Twin Ante Rooms	£220.00 £250.00 (with AV/TV)	£350.00 £410.00 (with AV/TV)	£580.00 £650.00 (with AV/TV)	8-16 Seated 20 Reception
Ante Room + River Forth	£250.00 £280.00 (with AV/TV)	£425.00 £485.00 (with AV/TV)	£580.00 £650.00 (with AV/TV)	30 Seated 50 Reception
2 Ante Rooms + River Forth	£350.00 £380.00 (with AV/TV)	£700.00 £760.00 (with AV/TV)	£1000.00 £1070.00 (with AV/TV)	40 Seated 80 Reception
Whole of Mess (River Forth + 3 Rooms)	£500.00 £550.00 (with AV/TV)	£850.00 £910.00 (with AV/TV)	£1400.00 £1470.00 (with AV/TV)	40 Seated 100 Reception
QE Room	£200.00 £230.00 (with AV/TV)	£450.00 £510.00 (with AV/TV)	£880.00 £950.00 (with AV/TV)	42 Seated 60 Reception

Extra Services:

- Parking during office hours is £24 per ½ day (4hours) and £36 per working day (8hours – 9am-5pm Mon-Fri)
- Single laptop for personal hire £50
- Traditional portable screen and projector £35
- Tea and coffee (prices per head) £2.10 (one serving), £3.60 (two servings), £4.50 (3 servings)
- Tea and coffee with biscuits (prices per head) £3.90 (one serving), £6.80 (two servings), £9.00 (3 servings)

*AV/TV for Drill Hall includes Speakers, Microphones, Smart TV Flat Screen and stage.

* AV/TV for 2nd Floor rooms includes Smart TV Flat Screen

* AV/TV for Glamis includes Speakers, Microphones, mounted Screen and Projector



Eagle

Bespoke Events

Catering

Outside catering is allowed, no kitchen facilities will be available if bring in your own catering, Additional charges also applies for the use of all in house LSH tableware, except for the Linen tablecloths & napkins which are extra charge.

Table Decoration

- Flowers POA
- 6 pieces of regimental Silver £90
- 6 pieces of regimental Silver + Regimental candelabra £150
- Tablecloths £20 per item
- Linen napkins £5.00 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 £22
- Sparkling Wine £28.00
- Beer £4.50
- Spirits £6 per glass
- Soft Drink £1.50

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) £865.00
- Mini Band (7-12) £1772.00
- Full Band (13-16) £2500.00

Event Museum Prices

- Escorted unguided access (per group of up to 12 people) £20
- Guided tour (12 people max) £30

Extras:

- Storage for up to 24h £60 (48 maximum storage prior/post event)
- Flip chart £7 per pad



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:

£380 per night for
a minimum of 2
nights

Bedroom 1

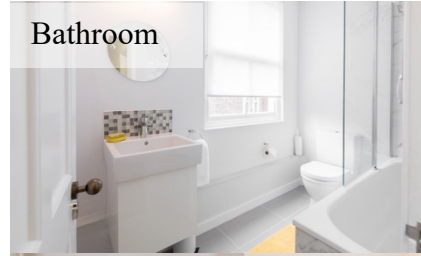


Kitchen



The Rooms

Bathroom



Bedroom 2 & 3

