

20

LITTLE BRITAIN

LONDON EC1

Meeting Suite & Catering Brochure



At 20 Little Britain we have seven meeting suites ranging in various different sizes and furnishings. Each is unique in design and immaculately presented. Our suites have Wi-Fi coverage and are equipped with flat screen HD televisions, conferencing devices and Apple technology for all your multimedia purposes. Full catering services are available upon request. You can find our price lists detailed in this brochure in addition to room descriptions and catering options.

We hope to see you soon!



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How to Book



Please send an email with date, time, requested suite, number of attendee's and any catering or extra Wi-Fi passwords needed too:

Lbmeetings@theoffice-uk.co.uk

Alternatively, Call Daisy on:
0203-478-1104 or extension **1104**



The Meeting Rooms price lists



| <u>Meeting Room</u> | | <u>Internal Price</u> | <u>External Price</u> |
|---|-----------------|-----------------------|-----------------------|
| <u>The Orwell Room</u> | <u>hour</u> | <u>£80</u> | <u>£100</u> |
| | <u>half day</u> | <u>£300</u> | <u>£350</u> |
| | <u>full day</u> | <u>£500</u> | <u>£600</u> |
| <u>The Shakespeare Room</u> | <u>hour</u> | <u>£80</u> | <u>£90</u> |
| | <u>half day</u> | <u>£300</u> | <u>£350</u> |
| | <u>full day</u> | <u>£500</u> | <u>£550</u> |
| <u>The Dickens Room</u> | <u>hour</u> | <u>£35</u> | <u>£45</u> |
| | <u>half day</u> | <u>£120</u> | <u>£150</u> |
| | <u>full day</u> | <u>£220</u> | <u>£300</u> |
| <u>The Austen Room</u> | <u>hour</u> | <u>£25</u> | <u>£35</u> |
| | <u>half day</u> | <u>£90</u> | <u>£100</u> |
| | <u>full day</u> | <u>£170</u> | <u>£250</u> |
| <u>The Bronte Room/The Tolkien Room</u> | <u>hour</u> | <u>£25</u> | <u>£35</u> |
| | <u>half day</u> | <u>£90</u> | <u>£100</u> |
| | <u>full day</u> | <u>£170</u> | <u>£250</u> |

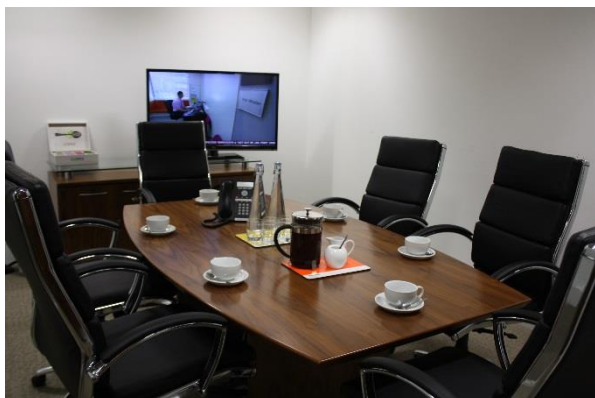
The Meeting Room images



The Shakespeare room (12)



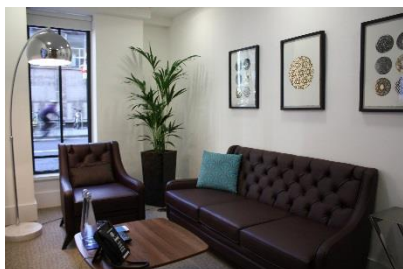
The Dickens room (6)



The Orwell room (16)



The Bronte room & the Tolkien room (3-5)



The Austen room (5)



Catering



We offer a wide range of beverages and seasonal catering options to suit every meeting suite booking. Our set menus are deliciously tempting, great value for money and an ideal accompaniment to any meeting.

If you have any dietary or personalised food requirements or requests, bespoke catering is available upon request.

** Any allergies must be noted when booking. Although we try our best to meet any allergen requirements we cannot guarantee that all our foods will not contain certain substances that you may wish to avoid.*

Please note that no external food & drink should be taken into the meeting rooms, if this occurs you will be charged corkage per head.



Beverages



All Suites include still and sparkling water.

Unlimited Tea & Coffee (Per attendee)..... £6.00

Tea and coffee by the pot..... £6.00

Coffee is served in cafetières with hot water provided for tea. Clipper tea bags are available in each meeting room.

Decaf coffee available upon request.

Vascobelo ristretto/espresso/coffee machine is also available, please request on booking.

Orange or cranberry Juice (Per 1L jug)..... £5.00

Selection of Border Biscuits£1 per head



*“Belgium's finest coffee blend for the true
barista”*

This coffee has an unprecedented mildness. A sensual delight, created with a fine balance of subtle aromas. The rich body displays a taste pallet of fruit, caramel, nuts, chocolate, a tinge of almond and honey. It all mixes together perfectly into a full-bodied and silky blend.

www.vascobelo.be

Champagne, beer and wine are available upon request.

Please enquire at reception for prices

Menus



Breakfast

£6.00 Per Head

Orange Juice



Assortment of Pastries



Seasonal fruits,



Natural Yogurt, Granola



Menus



Lunch

£8.00 Per Head

Fruit Juices



Selection of meat and vegetarian Sandwiches (and/or wraps if requested)



Selection of Assorted meat and vegetable Savoury Pasties



Selection of crisps



Assortment of sweets & cakes



Gourmet Lunch

£12.00 Per Head

Freshly pressed fruit Juices



Selection of Meat & Vegetarian Sandwiches and Wraps



Seasonal salads and pasta salads



Assorted Savoury Pasties & Crudités with Dip



*Cheese Board **OR** Coffee and Tea served with Petit Fours*

Set Menus



Little Britain Specials

Afternoon Tea
£8.00 Per Head



Tea and Coffee



Traditional Finger Sandwiches

&

Assorted Cakes



Selection of Biscuits



Bowl of Fresh Fruit

Local Area Guide

20 Little Britain is in the heart of the City of London, surrounded by impressive landmarks, extensive transportation links, shopping and restaurants. This Local Area Guide will give you a good overview of the area you now work in. There's a lot more to the area than St. Pauls Cathedral- it's buzzing with new businesses, great places to grab a bite or pint, and local history.

Transport:



Your nearest tube station is St.Pauls (**Central Line**). There are many other tube stations within walking distance: Barbican & Farringdon (**Metropolitan, Hammersmith and City and Circle Line**), Mansion House (**District and Circle Line**), Moorgate (**Nothern Line**), Bank, Chancery Lane and Monument.

The nearest national rail stations are Farringdon, Blackfriars + Liverpool Street.

Landmarks and Places of Interest:



St. Pauls Cathedral



Smithfield market



museum of London

**all with in a 5 minute walk from 20 Little Britain*

St Pauls' new shopping mall 'One New Change' has a range of retail stores, resturants and bars.



A little oasis in the city. Believe it or not, Postman's Park is one of the largest parks in the City of London! It is the site of the former head office of the General Post Office. Located just on the end of Little Britain, it's a great spot to enjoy lunch in the sun!



Lunch Dining:

Only a five minute walk away, **Queens Head Passage at Paternoster Square** is the perfect place to grab a quick and satisfying bite to eat at lunch. Pancho 8, Chop'd salads, Wesabi, itsu, Coco di mama and Pilpel are just some of our recommendations in the area.



Further dining:

One new change and around st Pauls tube station also has a wide range of restaurants we can recommend. Zizzi, Nando's, Byron, Pizza express, Gourmet burger kitchen and yo! Shush! Are just some of the restaurants we recommend.



Fine dining:

We also have a wide range of fine dining restaurants around us, including the Michelin star restaurant Club Gascon, found in west Smithfield. As well as Jamie Oliver's Barbecoa, there are a range of fine dining restaurants in the Smithfield's and one new change shopping mall.



Supermarkets:

Our local supermarkets are no further than a 5 minute walk away:

Tesco express

8 St. Martin's Le Grand. EC1A 4AA
Less than a 5 Minute walk away.



Tesco Metro

Unit 5 Cheapside. EC2V 6BJ
10- 15 minute walk away.
 10 Paternoster Square. EC4M 7DX
5 minute walk away.



Sainsburys local

Unit 1. Paternoster Square. EC4M 7DX
5 minute walk away.



Marks and spencer, simply food

One New Change. EC4M 9AD
5 minute walk away.



For the full Details of the local area guide, please see reception for full Local Area Guide.

Terms and Conditions

All prices included in this brochure are subject to VAT.



Cancellation Policy

(0 - 24 hours) - 0-1 working day, 100% charge

(over 25 - 48 hours) – 2-3 working days 50%

4-5 working days 25%

6+ working days 0%



If you have any further enquiries or requests please ask Daisy at reception.

Lbmeetings@theoffice-uk.co.uk
0203-478-1104 or extension **1104**

On behalf of the Office Space in Town team, we look forward to welcoming you to our meeting room suites.

