

ANCILLARY ITEMS

MENU TASTINGS

Once your event has been contracted we would be happy to organize a tasting for you (minimum of 150 guests). Tastings for smaller events can be arranged but a charge will be levied.

The tasting will take place at lunch time between Tuesday and Friday for a maximum of 2 people. If you would like to bring more guests for the tasting there will be a charge of £51.50 per head.

When choosing your tasting menu we suggest you choose 3 starters - including a vegetarian option, 3 main course dishes - including a vegetarian option and 2 desserts to try, this will then build your set 3 course menu.

If you are looking to have canapés at your event, we recommend 12 canapes to try in you are looking to provide 8 canapes for your guests.

Please speak to your Event Manager for further information and to arrange a suitable date.

WINE SAMPLES

If you are having a tasting with us, you can select 2 bottles of something sparkling for your arrival drink along with 2 whites and 2 reds to try with your meal.

We are happy to supply any wines from our list, at cost price, for you to try at home. This is subject to availability with a maximum of 6 bottles, please ask your Event Manager for the samples.

CAKE SPECIALISTS

Rosalind Miller Cakes, two-time winner of The Wedding Industry Awards 'Best Wedding Cake Designer', specialises in beautifully designed wedding and celebration cakes and dessert tables. Our cakes are all handmade with the utmost attention to detail from our London studio.

Visit us for a personalised cake consultation and tasting or get in touch with us by email or phone to discuss your ideas.

Contact: Yasmine 020 7635 5447 / info@rosalindmillercakes.com / www.rosalindmillercakes.com

Crumbs & Doilies provide beautiful cupcakes and cakes for all occasions.
Contact Tel: 020 8874 8885 / info@crumbsanddoilies.co.uk

TO ENHANCE YOUR EVENT

BY CANDLE LIGHT

The Inner Temple can supply the following items to enhance your event:

Candelabra - Silver-plated, Georgian style with ivory coloured (oil filled) candles @ £5.95 each.

Tea Lights - Glass mirrored tea light holders and candles @ £1.15 each.

Storm Lanterns - Large candles in large glass cases can be placed on the window sills in our smaller function rooms, alternatively around the ledges in the Main Hall @ £10.85 each.

Gallery Candles - 40 church candles stretching along the Minstrel Gallery overlooking the Main Hall @ £220.00 per set.

If you are looking to provide your own candles or use a florist, please speak to your Event Manager regarding our policy.

LINEN

For receptions, we can offer either cream or cranberry linen. For all dinner events, we can provide white or buttermilk tablecloths along with the napkins.

If you require an alternative colour, please speak to your Event Manager for the options and prices.

CHAIR COVERS

Buttermilk chair covers create an elegant effect in the room. They are available to hire for the blue leather chairs at a cost of £6.25 per chair.

FURNITURE

The use of Inner Temple furniture is included in the price of the rooms, however should you have specific requirements we are happy to hire in any additional furniture. Your Event Manager will be happy to provide a quote.

PIANO

The Inner Temple's beautiful Steinway piano is located in the Parliament Chamber. You can hire the piano for your event when using the Parliament Chamber. The cost of this is £230.00 which includes the tuning.

If you are looking to use the piano in any other room at the Inner Temple we will need to hire a specialist company to move the piano - POA.

STATIONERY

Name Cards with the Pegasus Emblem enhance any dinner table.

Inner Temple would be happy to supply and print the name cards @ £2.70 per name card.

Alternatively, you are able to take them away to write yourselves @ £1.05 per card.

Inner Temple are also able to print **A5 Menu Cards** with the Pegasus Emblem including printing @ £2.70 per menu.

Samples can be provided on request.

OTHER PRINTING REQUIREMENTS

Viprint Limited are an experienced events printing company, who can print personalised invitation, menus, name cards and all other event related items.

Contact 020 8539 7559/ enquiries@viprint.co.uk / www.viprint.co.uk

EVENT SERVICES & ENTERTAINMENT

The Catering Department can help organise various services, which will aid the smooth running of your event:

If you are looking for a **toastmaster**, David Collins or a member of his team will bring a professional service to your event.

Contact: 07801 063623/ toast.master@davidjcollins.net / www.davidcollinstoastmaster.co.uk

Alive Network Entertainment Agency are one of the UK's largest live music and entertainment booking agency. From award-winning concert pianists to platinum-selling performers. They provide exclusive and exciting entertainment for weddings and private events

Contact: 0845 108 5500 / enquiries@alivenetwork.com / www.alivenetwork.com

Aspects Music is a premium live music agency sourcing the best musicians, from solo classical pianists and harpists to jazz trios, string quartets and pop bands.

Contact: 07752184704 / david@aspectsmusic.com / www.aspectsmusic.com

Gill and Bass Acoustic is an acoustic duo offering live music for weddings and events. From classic to contemporary, chilled out or funkyed up, they add the perfect soundtrack to any occasion.

Contact: 07983 996 856 / info@gillandbassacoustic.co.uk / www.gillandbassacoustic.co.uk

Steve Thomas at Gumball Events regularly provides DJ services at Inner Temple.

Contact: 0208 885 2765/ steve@gumballevents.com / www.gumballevents.com

Ensignbus Vintage Fleet provides Route Master Buses to transport you to the venue or as a decorative talking point at your function.

Contact: 01708 865656 / paul.morgan@ensignbus.com / www.ensignbushire.com

Take a Gamble offer a selection of casino tables, to keep your guests entertained.

Contact Kay: 0208 398 7330 / takeagamble21@hotmail.com / www.takeagamble.co.uk

GDC Themed Events Ltd offer a wide variety of ideas for an alternatively styled party and entertainment. They will be able to assist with our internal rooms, along with the garden and Marquee.

Contact: 020 8947 9915 / info@gdcevents.co.uk / www.gdc-events.co.uk

For all **garden events** we can provide a selection of **garden games**. We will provide 3 within your garden hire, thereafter for every additional 3 the cost will be £52.50. The games we can provide are:- Quoits; Petanque / Boules; Giant Chess or Giant Draughts; Giant Jenga; Connect 4; Table Tennis(only on a hard standing area); Badminton(only on a hard standing area).

We also have a **croquet set** to meet your summer party needs, the cost for the hire of this is £42.00

Inner Temple has a **traditional ice cream bike** to serve your guests delicious ice cream or sorbet tubs for your outdoor summer events. The cost to hire the bike is £100.00 plus the cost of the ice creams / sorbets. Please speak to your Event Manager about the flavours available.

We allow **fireworks** in the garden as long as they are finished before 11pm. Our nominated suppliers **Dynamic Fireworks** have done wonderful displays at Inner Temple.

Contact: 01206 762123 / 07770 866 344 / sales@dynamicfireworks.co.uk / www.dynamicfireworks.co.uk

Undercover Events Ltd provide **marquees** of all shapes and sizes for winter or summer events, including Internal and external lighting; event flooring; temporary kitchens and bars.

Contact: 01622 715 377 / info@undercoverevents.net / www.undercoverevents.net

Flambeaux lamps are a stunning enhancement to the entrance at Inner Temple. These can be hired, please ask your Event Manager for a quote.

HAIR AND MAKEUP

Beauty Call are a nationwide company of hair and makeup artists, who specialise in bridal and event work, it's their goal to ensure their clients are 100% happy with the results.

Contact Caitlin Scott: Tel: 07581 269441/ caitlin@beautycall.co.uk / www.beautycall.co.uk

PHOTOGRAPHERS

MPP Image Creation are a team of event photographers headed up by Miranda who has been snapping away at conferences and events all over the world for the last 20 years. Based in Central London we are listed as preferred suppliers at over 30 top London venues including Hampton Court, Tower of London, Banqueting House, Tate Museums, Somerset House, National Gallery and Merlin managed venues. We have great relationships with major production and event management companies as well as direct clients such as Pfizer, Credit Suisse and HSBC.

Contact: Tel: 0207 828 2238 / Mobile: 07771 824 488
miranda@mppimagecreation.com / www.mppimagecreation.com

Douglas Fry is a London based wedding photographer for over twenty years. He enjoys weddings and believes that this passion for contemporary wedding photography is crucial to creating stunning and memorable images. Over the day Douglas's reportage, natural style using only available light and strong composition, is unobtrusive to capture the happy atmosphere without causing a distraction to the family or guests, so that they can enjoy the day to the full.

Douglas Fry also offers wedding video.

Contact: Tel: 020 7193 9414 / Mobile: 07802 613 929 / douglas@douglasfry.com / www.douglasfry.com

Dan Weill Photography is a London based photographer. Working in the visual arts has provided imagery for leading arts institutions and organisations such as the TATE Gallery, Whitechapel Gallery and the ICA, as well as artists and design agencies. His work includes weddings, events, parties, products etc.

Contact: Tel: 07727 079280 / danweillphotography@gmail.com / www.dandocumentsweddings.com

FLORISTS

Please find below Inner Temples recommended florists. We are happy to liaise with the florist on your behalf or for you to contact them directly.

Laurels Florist has been established for 30 years providing flowers for large scale high profile events and distinguished clients. We work closely with interior design specialists to ensure our flowers match the requirements of the client and complement the venue. Many of our clients return each year for corporate or family events across the UK. Our designs have maintained our foundation of traditional English Country style only using the highest quality flowers.

Contact: Tel: 07795 364 154 / natashalaurels@gmail.com

Karen Woolven Designs

At Karen Woolven Floral Design we are inspired by and gain a great deal of pleasure from realising our clients' visions. This can be through the romance added to their once in a lifetime wedding day through beautiful and decadent floral arrangements, or the success achieved through an important corporate event enhanced by powerful and chic floral designs.

We believe in delivering the beauty of nature through impeccable quality flowers coupled with expert and focused design that surpasses our clients' hopes and expectations.

Contact: Tel: 07919 441 752 / karen@kwfloraldesign.co.uk / www.kwfloraldesign.co.uk

SUPPLIER MEALS

You may find your band / DJ / Photographer etc. request a meal whilst they are on site for your event. We are able to provide meals for all suppliers, prices as below:

- One course meal £15.50
- Two course meal £21.00
- Three course meal £26.00

OTHER POINTS

INSURANCE

Event Insurance Services will provide insurance for your event.

Contact: 01425 470360/ info@events-insurance.co.uk / www.events-insurance.co.uk

PARKING

Parking is available after 18:30 hours on weekdays and at any time at the weekends. If you require parking before 18:30 a permit will be required at a cost of £20.00 for a day or £11 for half a day.

Spaces are available at this time on a first come, first served basis, as places cannot be reserved.

TAXIS

The Inner Temple is happy to recommend the following companies which can be contacted directly and can be booked by credit card.

Addison Lee: 020 7387 8888 / **Green Tomato Cars :** 020 8568 0022

LABOUR

The provision of labour is included in the menu price and cloakroom personnel are included in the hire of rooms. Should extra labour in the form of security or reception staff or additional service staff, please liaise with your Event Manager.

REGISTRY OFFICE FOR CIVIL CEREMONIES

Islington Registry Office is our closest registry office, their address is:

Islington Town Hall, Upper Street, London, N1 2UD

Contact: Tel: 020 7527 6350 Fax: 020 7527 6308

Please note the bride and groom must book the registrar themselves, as we are not permitted to do so.

AV EQUIPMENT HIRE PRICE LIST

All Prices are based on 1 day hire. There is an additional cost for set up, break down and delivery which will be quoted for separately.

Luncheon Room - PA system 2 speakers with table top or floor Microphone (additional mics are available see below for pricing)	£113.00
Parliament Chamber - PA system 2 Speakers with table top or floor microphone (additional mics are available see below for pricing)	£128.00
Hall PA system with 4 speakers with table top or floor microphone (additional mics are available see below for pricing)	£215.00
Microphone, radio (can be used as table top or floor standing mic)	£ 51.50
Microphone, lapel	£ 51.50
Bose System - suitable for Drawing room or Committee Room for light background music or sound via laptops	£ 77.00
Staging	POA
Floor standing lectern	£ 71.50
Table top lectern	£ 16.00
Power point projector	£ 76.50
Screen 6ft (suitable for Parliament Chamber and Luncheon Room)	£ 45.00
Screen 8ft (suitable for Hall)	£ 48.00
Screen 10ft	POA
Laptop	£ 67.00
Flipchart and Pens	£ 15.50
Conference telephone (including national calls only. International calls POA)	£ 60.50
CD player	£ 22.15
MP3 / iPod Connection	£ 22.15
Plasma screens available in various sizes with stand	POA
TV and DVD player	POA
Technician rate (minimum 3 hours) £55.00 an hour thereafter	£154
Technician day rate	£432.50
Audio recording	£82.50

If you are looking for other items, please contact Perception Live
Contact Tel: 0845 527 5667 / www.perceptionlive.com