

BERRY BROS & RUDD

3, ST. JAMES'S STREET, LONDON

WINE & SPIRIT MERCHANTS



*Corporate & Private Events*

# PRIVATE EVENTS AT NO. 3

*Berry Bros. & Rudd is Britain's original wine and spirits merchant and No.3 St James's Street, in the heart of London's West End, has been our home since 1698.*





Whether you choose our Cellars, Townhouse or Kingsman room, No.3 is the ideal location for an intimate meal, large reception, discreet meeting or lively party. Our experts will help with every element of planning and preparation for your event. From tutored wine tastings to dinners or receptions, your guests will enjoy exceptional food and an unrivalled selection of wine from a company that has supplied the Royal Family since the reign of King George III.



# THE ART OF HOSTING

Good hosting is crucial to a successful event, and our experienced team will do everything they can to ensure your guests have the best possible time. Whether you want to take advantage of our team's knowledge with a tutored tasting or quiz, or would simply like to savour bottles from our cellars over dinner, we offer a range of hospitality options.

- Dinners
- Lunches
- Receptions
- Corporate hospitality
- Meetings
- Tutored tastings
- Walk-around tastings
- Canapé and wine pairing
- Wedding receptions
- Birthdays
- Social events
- Christenings
- Quizzes
- Product launches
- Blind tastings
- Memorials



*“The food was excellent, as were the wines; your wine pairings were excellent. The room was glorious, and the staff could not have been more helpful. There was, frankly, nothing that I could fault.”*

David, Winter 2016



*“All our guests had an amazing time and were really ‘blown away’ by the venue, the food and the company. Everything seemed to go very smoothly from our point of view and all the guests enjoyed the ‘Berry Bros. experience.’”*

*Lumina, Spring 2017*

# OUR WINE

*Unrivalled experience and expertise*

With a range of over 4,000 wines and spirits, and five Masters of Wine, we will help you pick bottles that surprise and delight your guests.

There is no restaurant mark-up – you only pay the retail price, plus a handling charge of £17.50 per bottle.



# OUR FOOD

*Fine dining to complement fine wines*



*“We want guests to have a complete dining experience, with food that is as good as the wine. Our menus are designed to work in harmony with the wines, creating a marriage that brings out the best in both.”*

**Stewart Turner, Head Chef**

Our talented Head Chef Stewart Turner – formerly of the three-Michelin-starred Waterside Inn at Bray – will create the perfect edible accompaniment for your wine selection, whether a full-blown banquet or a curated selection of canapés.



# OUR EVENT SPACES

## *Napoleon Cellar*

*In the 1840s, exiled to London, Louis Bonaparte plotted his return to power from our cellars. It is after this Napoleon that our Cellar, two floors below St James's Street, takes its name. Dating back to the early 19th century, the atmospheric space is perfectly suited to sit-down lunches and dinners, as well as larger stand-up receptions and tastings.*



### Capacity

Standing	120
Seated	72

### Pricing

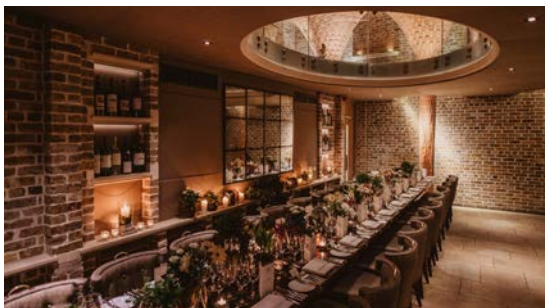
	Lunch or lunch reception	Evening reception	Dinner
Minimum spend	£2,500	£6,000	£6,000
Venue hire	£775	£1,750	£1,750
Cancellation within 8 weeks of event	Venue hire	Venue hire	Venue hire
Cancellation within 4 weeks of event	Minimum spend	Minimum spend	Minimum spend
Timing	12 noon to 4pm	6.30 to 9.30pm	6.30 to 11pm



# OUR EVENT SPACES

## Sussex Cellar

*The Sussex Cellar is named after Augustus Frederick, the Duke of Sussex, son of George III and a close friend of the Berry family during his time. The cellar, accessed through one of our charming townhouses, is a serene escape from the hustle and bustle of the street above. Elegantly spaced over two levels, it combines modern architectural innovation with historic grandeur.*



### Capacity

Standing	60
Seated	44

### Pricing

	Lunch or lunch reception	Evening reception	Dinner
Minimum spend	£2,500	£4,500	£4,500
Venue hire	£775	£1,550	£1,550
Cancellation within 8 weeks of event	Venue hire	Venue hire	Venue hire
Cancellation within 4 weeks of event	Minimum spend	Minimum spend	Minimum spend
Timing	12 noon to 4pm	6.30 to 9.30pm	6.30 to 11pm

# OUR EVENT SPACES

## Townhouse

*Tucked away behind No.3, Pickering Place – London's smallest public square – is home to our Georgian Townhouse. An elegant venue for more intimate occasions, the Long Room has a sophisticated atmosphere ideal for dinner parties or family get-togethers. Enjoy drinks in the Green Room, before sitting down to a meal prepared to your specifications.*



### Capacity

Standing	18
Seated	14

### Pricing

	Lunch or lunch reception	Evening reception	Dinner
Minimum spend	£1,500	£2,500	£2,500
Venue hire	£525	£1,050	£1,050
Cancellation within 8 weeks of event	Venue hire	Venue hire	Venue hire
Cancellation within 4 weeks of event	Minimum spend	Minimum spend	Minimum spend
Timing	12 noon to 4pm	6.30 to 9.30pm	6.30 to 11 pm

# OUR EVENT SPACES

## The Kingsman Room

*Behind a windowful of wide-screen-worthy tailoring, No.4 St James's Street is home to our new event space. After an apéritif surrounded by some of the most famous props from Kingsman: The Golden Circle, move through to dinner in our luxurious and discreet wood-panelled dining room, which backs onto Pickering Place, London's smallest public square and once the site of more than its fair share of Kingsman-worthy antics (from dog-fighting to bare-knuckle boxing – not to mention the last duel to the death by sword).*



### Capacity

Standing	18
Seated	8

### Pricing

	Lunch or lunch reception	Evening reception	Dinner
Minimum spend	£1,000	£1,200	£1,200
Venue hire	£400	£600	£600
Cancellation within 8 weeks of event	Venue hire	Venue hire	Venue hire
Cancellation within 4 weeks of event	Minimum spend	Minimum spend	Minimum spend
Timing	12 noon to 4pm	6.30 to 9.30pm	6.30 to 11pm

# BUSINESS EVENTS

*Hire either our Townhouse or the Sussex Cellar for a meeting or conference in truly unique surroundings.*

*Our business package includes:*

- *Exclusive use of the Townhouse or the Sussex Cellar from 9am to 4.30pm*
- *Tea, coffee, orange juice and pastries on arrival*
- *Mid-morning and afternoon coffee, tea and chocolates*
- *Still/sparkling water and elderflower cordial (available throughout the day)*
- *AV equipment*
- *Headed paper and pencils*
- *Buffet lunch*



## Sample buffet lunch menu (please note that our menus vary according to season)

Asparagus with smoked rapeseed mayonnaise and fennel pollen

Comté tart with pickled walnut and rhubarb chutney

Flaked salt cod, courgette, blood orange and olive

Spiced tuna with miso crème fraîche and charred spring onions

Bresaola, aged Parmesan custard, smoked artichoke and rocket pesto

Roast chicken, garlic crisps and grilled gem lettuce and Caesar dressing

A selection of cheeses

Platter of seasonal fruit

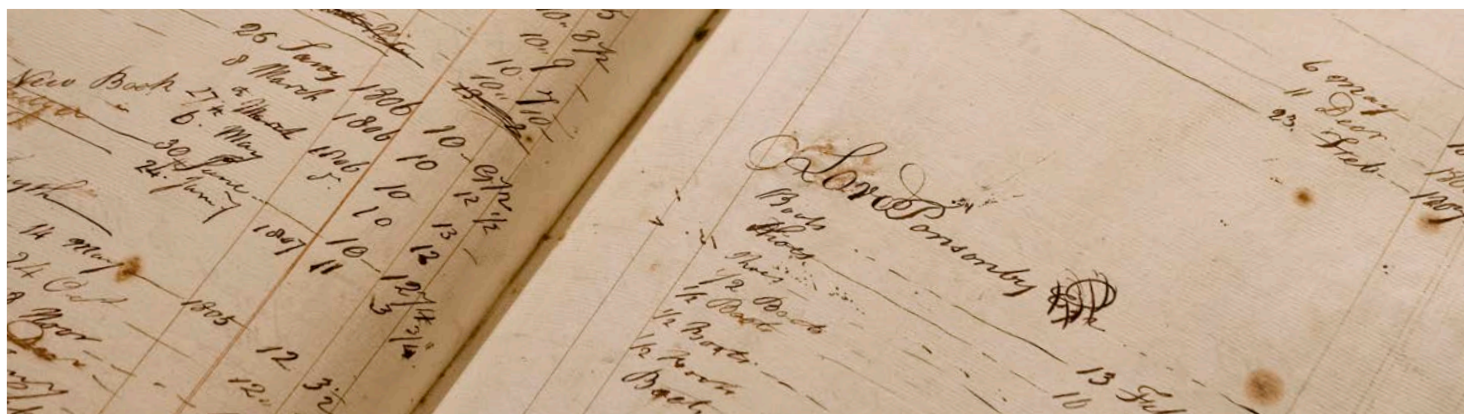
Chocolate brownie with burnt citrus jelly and caramelised white chocolate

If you would like wine with your lunch, then this can be pre-ordered up to five working days in advance at our retail bottle price plus a £17.50 handling charge per bottle consumed.

## Capacity & Pricing

	Townhouse	Sussex
Capacity	14	40
Price per person	£115 (including VAT)	£115 (including VAT)
Minimum spend	£1,150	£2,300
Cancellation within 4 weeks of event	£1,150	£2,300
Timing	9am to 4.30pm	9am to 4.30pm

# INFORMATION



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## AV equipment

Audio-visual facilities are available in the Townhouse, Napoleon Cellar and Sussex Cellar.

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## Menus and wine tastings

We have included a number of suggested wine tastings and food menus but remain fully flexible and happy to tailor both wine tastings and menus to your tastes, and style of entertaining. It is our intention to offer wines to complement your chosen menu; as such we do not offer choice menus but will cater for pre-notified dietary requirements.

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## Special dietary requirements and nut allergy information

All food served at Berry Bros. & Rudd is prepared in our kitchens where nuts are used and traces of nuts can be found. We regret that we cannot provide a nut-free environment for the preparation of dishes. If you or one of your guests has an allergy, food intolerance or special dietary requirement, please let us know no later than five working days prior to your event.

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## Smoking

Smoking is not permitted anywhere on our premises.

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## Water and cordials

As part of Berry Bros. & Rudd's sustainable policy, we offer complimentary filtered still and sparkling water. Sparkling Elderflower or Ginger & Lemongrass cordials are also offered free of charge.

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## Using wine stored with us

If you have wine stored with Berry Bros. & Rudd, you may withdraw bottles from your Reserves to use at your event. Please note a £17.50 handling charge will apply per bottle opened.

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## Responsible drinking

As a business it is our policy to encourage responsible drinking. We would refer you to Drinkaware's website, [drinkaware.co.uk](http://drinkaware.co.uk), for further information. Furthermore, it is a stipulation of the Licensing Act 2003 that we do not serve alcohol at our in-house events to people who appear to be intoxicated.

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## External speakers

Should you wish to bring in an external wine speaker for your event, please contact the Private Wine Events team as special conditions apply.

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## Staff gratuities

We believe you reserve the right to recognise good service and do not add a fixed amount to your final invoice for staff gratuities. Should you wish to recognise the staff's service, we will distribute any gratuity according to your instructions.

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Timings	Earliest arrival time	Final pour	Guests' departure
Lunch	12 noon	3.30pm	4pm
Evening wine tasting and/or reception	6.30pm	9pm	9.30pm
Dinner	6.30pm	10.30pm	11pm

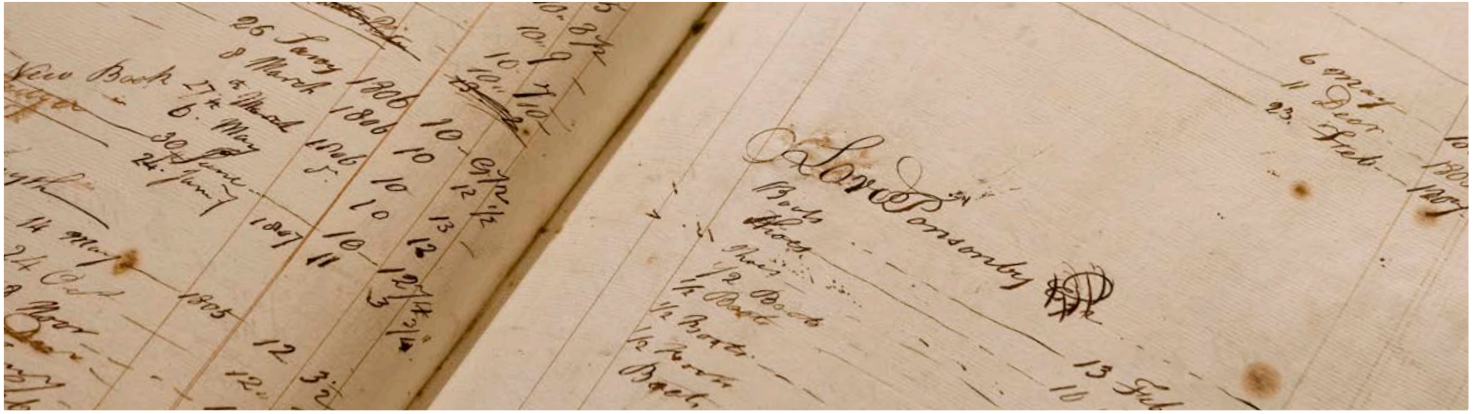
Earlier start times may be available by prior arrangement only. Under normal circumstances, we ask that hosts arrive no earlier than 20 minutes before the start of an event. Due to licensing limitations, guests must depart at the times detailed above.

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## Cloakroom facilities

We provide staff to run cloakroom facilities at the client's request but we do not, by doing so, accept responsibility for guests' possessions. These are left at the owner's own risk.

# INFORMATION



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## Provenance

Where possible, we aim to use local suppliers for all our produce; this helps reduce food miles and wastage. For example, cheese for our Wine Schools are sourced from Paxton & Whitfield and deliveries are undertaken by foot.

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## Sustainability

We are committed to operating in a sustainable way. To help promote sustainability, all our event menus are updated seasonally.

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## Animal Welfare

We only work with suppliers who support and promote high standards of animal welfare. All our fish products are sourced from suppliers who adhere to The Marine Conservation Society's sustainability structure. In addition, all our meat is certified as "safe and local supplier approved" and must be sourced from Soil Association or Red Tractor certified suppliers.

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## Recycling

As part of our commitment to recycling, we aim to reuse wooden wine crates throughout the business. Alongside this, our reusable bags for life have eliminated the need for plastic bags. We also aim to minimise food waste wherever possible; any food waste is collected by Paper Round and provided to Biogen to be turned into biogas and liquid biofertilizer.

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## Accreditations

We are accredited by a number of bodies that are committed to sustainability and provenance. All our coffee is sourced from certified Fair Trade Association suppliers, and tea from suppliers that adhere to the Ethical Tea Partnership. We only work with fish suppliers who use sustainable seafood ratings from The Marine Conservation Society (MSC). Additionally, all our meat, poultry, fruit, flour, cereals and vegetables are from Soil Association or Red Tractor certified suppliers.

# PRIVATE WINE EVENTS

## Booking form

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### Force majeure

Except where otherwise expressly stated in these Terms and Conditions, we regret that we cannot accept liability or pay compensation where the performance of our contractual obligations is prevented or affected by "Force Majeure". In these Terms and Conditions "Force Majeure" means any event which we or the supplier(s) of the service in question could not, even with all due care, foresee or avoid. Such events are likely to include war, civil strife, riot, industrial dispute, terrorist activity, natural disaster, fire, adverse weather conditions, volcanic ash disruption and all similar events outside our control.

**By signing this contract, I agree with these Terms and Conditions** (to be completed by the party responsible for the payment of the invoice)

Venue \_\_\_\_\_

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

(Company) Name and billing address (block capitals)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of event \_\_\_\_\_ Time \_\_\_\_\_

Estimated number of guests \_\_\_\_\_

Purchase order number (if required) \_\_\_\_\_

Please sign and return by email to [eventsandeducation@bbr.com](mailto:eventsandeducation@bbr.com); or by post to Events & Education, Berry Bros. & Rudd, 3 St James's Street, London SW1A 1EG.

Please keep a copy of these Terms and Conditions for your records.

# PRIVATE WINE EVENTS

## Terms and conditions

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### Venue hire and minimum spend

All events are subject to a venue hire charge and a minimum spend requirement. The venue hire is a charge and is not a refundable deposit. The minimum spend amount includes the venue hire.

For prices please consult the capacity and pricing tables in this brochure.

All bookings are subject to availability.

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### Berry Bros. & Rudd's fine wine selection

We can help you choose the right wine for your event from our list of more than 4,000 different wines. There is no restaurant mark-up on our wines, which we charge at our full retail bottle price plus a £17.50 handling charge per bottle consumed regardless of the format or value of the bottle. All purchases of wines and spirits and other goods and services from Berry Bros. & Rudd are subject to Berry Bros. & Rudd's standard terms of sale in addition to any terms stated in this brochure. You may view a copy of the standard terms and conditions of sales on our website at [www.bbr.com/terms](http://www.bbr.com/terms).

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### Payment

The person or company who completes the booking form is the only party who will be invoiced for payment (it is not divisible between different parties). The person or company to whom the invoice is addressed will be deemed responsible for the payment. If your accounting system requires a Purchase Order number to be quoted for the venue hire invoice, please supply this information on the booking form. All the charges detailed in this brochure are current but are subject to change without notice.

Once a booking has been confirmed we will require the minimum spend charge in advance of the event. This is payable a minimum of eight weeks before the event. If payment is not made, Berry Bros. & Rudd reserves the right to cancel your booking. For businesses, the balance is due within 30 days of the date on our invoice; for private individuals, payment is due upon receipt of invoice.

### Agency bookings

Agency bookings are eligible for a commission which must be agreed upon booking, otherwise it will not stand. The commission will be 10 percent of the venue hire and food charges. Invoices must be raised no later than 30 days after the event to qualify.

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### Cancellation charges

Once a booking has been confirmed it is subject to our terms of cancellation. Any bookings cancelled within eight weeks of the event will be subject to paying either the venue hire or the minimum spend, depending on the proximity of the event. For details of these charges please consult the capacity and pricing tables in this brochure.

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### Confirmation of numbers and menus

The format of your event and menus must be confirmed no later than five working days prior to the date of the event. Final chargeable numbers must be confirmed no later than five working days before each event. Your invoice will be calculated in accordance with confirmation of numbers. If we do not receive your confirmed details five working days prior to the event, we reserve the right to choose your menu and wines on your behalf. We endeavour to provide the named ingredients; however, should an item not be available due to market conditions, we will provide the most suitable alternative.



# FIND OUT MORE

[eventsandeducation@bbr.com](mailto:eventsandeducation@bbr.com)

0203 301 1515

[bbr.com/private-events](http://bbr.com/private-events)



BY APPOINTMENT TO  
H.M. THE QUEEN  
WINE & SPIRIT MERCHANTS  
LONDON



BY APPOINTMENT TO  
H.R.H. THE PRINCE OF WALES  
WINE & SPIRIT MERCHANTS  
LONDON

Photography:  
[www.jasonlowe.eu](http://www.jasonlowe.eu)  
Alistair Jones  
Joakim Blockstrom  
Kingsmen Photography  
Simon Peel