



PRIVATE DINING &
EVENTS

TOM'S KITCHEN CANARY WHARF



TOM'S KITCHEN
— CANARY WHARF —

Tom's Kitchen is the perfect setting for corporate events or private celebrations, whether you want to host a simple drinks and canapé reception or a more formal seated dinner.

Whether you wish to transform and theme the venue or keep our own style, our dedicated and experienced events manager Marta will work with you to ensure your event is simply perfect.



TOM'S KITCHEN EVENT SPACES

PRIVATE DINING ROOM

featuring screening facilities

Accommodates up to 16 guests on one long table
or
30 guests for a standing canape reception

SEMI PRIVATE AREA 1

Located next to the bar

Accommodates up to 16 guests on one long table
or
30 guests for a standing canape reception

SEMI PRIVATE AREA 2

Located in the restaurant

Accommodates up to 22 guests on one large table
or
up to 46 guests seated over multiple tables

PRIVATE DINING ROOM & SEMI PRIVATE AREA COMBINED

Creating the perfect set up for pre-dinner drinks and canapes
before being seated for dinner



BAR

SEMI PRIVATE USE:

Accommodates 30 guests for standing canape receptions

EXCLUSIVE USE:

Accommodates 100 guests for standing canape reception

DELI

EXCLUSIVE USE:

Accommodates 80 guests for standing canape receptions

Available: Weekday evenings or during Weekends

OUTDOOR TERRACE

If you would like to hire our terrace as part of your event, please ask our private dining team.

EXCLUSIVE HIRE

Looking to hold a larger event? Tom's Kitchen is available to hire exclusively to you and your guests.

For further information please contact us.





MENUS

Our menus are created by award-winning chef Tom Aikens, and will be served to you by our talented Head Chef and his team.

We pride ourselves on traditionally British, seasonal ingredients, all sourced from UK based, dedicated suppliers.

PERSONAL ARRANGEMENTS

- ❖ Personalised menus and name cards
- ❖ White table cloths, flowers and live music can be organised on request at an extra charge
- ❖ Any other personal arrangements can be organised on request. We are here to make your event as perfect as possible, therefore please do not hesitate to ask.

OUTSIDE EVENTS CATERING

We can cater for any outside event no matter how big or small. For further information please contact us

CONTACT US

Would you like to know more about our private dining and event facilities? If so, please contact

Marta on canarywharf@tomskitchen.co.uk
or call 020 3011 1555



1 TERMS

All event reservations at Tom's Kitchen Canary Wharf, either provisional or confirmed, are made upon subject to the following Terms & Conditions and no variation thereof will be accepted unless agreed in writing with Tom's Kitchen Restaurant Holdings Ltd. Written confirmation (via email, fax or post) will confirm acceptance of Tom Aikens Ltd Terms & Conditions.

2. INTERPRETATION

In these Terms & Conditions "Tom's Kitchen" means Tom's Kitchen Restaurant Holdings Ltd. and the "Client" means the person, firm or company booking the restaurant.

3. CONFIRMATION & DEPOSIT

To confirm a booking the Client is asked to complete and return the enclosed booking form which also confirms the Client's acceptance to these Terms & Conditions. Upon receipt of the booking form Tom's Kitchen will call to take the required and agreed deposit via credit or debit card. The deposit will be deducted from the final bill on the evening.

Deposit Charges: Private Dining Room/ Private & Semi Private Area / Main Dining Area / Bar Area / Bar Exclusive Hire / Deli: £300

For Exclusive Hires: 100% of the minimum spend is required in advance (a 50% non refundable deposit upon booking and the remaining 50% is due 7 working days before the event).

4. CANCELLATION

Once a booking has been confirmed the event may be cancelled within a specified period (outlined below), the amount of the agreed deposit (see point 3) will be charged as cancellation.

Up to 25 people- no charge for cancellations with one week's (7 days) notice. Less than 7 days notice, the agreed deposit (see point 3) will be charged as cancellation fee. Less than 2 working days notice (48 hours) the client will be charged the full menu price for dinners, for canapes parties all the pre-ordered food will be charged in addition to the deposit charge as a cancellation fee.

25-100- no charge for cancellation with two week's (14 days) notice. Less than 14 days notice, the agreed deposit (see point 3) will be charged, room hire fees will not be refunded. Less than 2 working days notice (48 hours) the client will be charged the full menu price for dinners, for canape parties any pre-ordered food will be charged in addition to the deposit charged as a cancellation fee.

5. NUMBERS

Confirmation of numbers for an event is required 5 working days prior to the date of the event. The Client will be charged on the basis of the confirmed number of guests with less than 2 working days' notice. If confirmation is not given, the Client will be charged for the number of guests stated in the most recent correspondence.

Our capacities are outlined on page 2 and page 3 of this document.

6. MENUS & WINE LIST

The Client is asked to choose from our Private Dining Menus or Canapé List. Bespoke menus and Birthday Cakes can be arranged. All of the menus are based on seasonal availability. The wine list is subject to price and vintage changes throughout the year. All food and beverage choices must be made and submitted a minimum of 5 days in advance of the event.

7. PRE-ORDERING & SERVICE CHARGE

For parties of up to 16 guests: Choose one of our set menus & order on the night.

For parties of 17 to 30 guests: Choose one of our set menus & pre-order your individual guest choices for each course.

For parties over 30 guests: Choose one set menu, selecting the same starter, main course & dessert for the entire party.

A discretionary service charge of 12.5% will be added to the Client's final bill.

8. MINIMUM SPEND & ROOM HIRE

Private Dining Room: Minimum spend of £300 applies

Private Dining Room and Semi Private Area 1 combined: A minimum spend of £600 applies

Semi Private Area 2: A minimum spend of £750 (up to 25 people), £1000 (26-32 people) and £2000 (33-46 people)

Bar Semi Private Use: A minimum spend of £300 applies

The Deli: A minimum spend of £1500 applies

Bar Exclusive use: A minimum spend of £2500 applies (Happy Hour not valid for events)

All of our minimum spends are inclusive of food, beverage and VAT, and only exclude a discretionary service charge of 12.5%.

9. TIMINGS

All private dining areas in the main restaurant are available for breakfast 7.30am to 11.00am, lunch from 12pm to 2.45pm and for dinner from 5.30pm to 9.30pm. Saturday Brunch 10am to 4pm, dinner from 5.30pm to 9.30pm. Sunday Brunch 10am to 4pm. The restaurant is licensed until 11.00pm. Kitchen opening hours apply. Timings for exclusive use of the bar and Tom's Kitchen Deli may vary.

10. ENTERTAINMENT

Tom's Kitchen must be informed upon confirmation of the booking of any additional entertainment or equipment that the Client may wish to have in the room, and any decisions regarding said entertainment will be at the manager's discretion and subject to licensing laws.

11. PAYMENT

Payment for a function must be made in full at the end of the event. Tom's Kitchen does not have the facility to create several bills. All major credit cards are accepted, excluding Diners Club. If you would like to pay by bacs or invoice, the full amount of your event is due no less than 7 days prior to your event.

12. VAT

Value Added Tax at the current rate is included in all prices.

BOOKING FORM

Contact Details

Booking Name

Address

Company Name

Organiser Name

Email

Tel No

Host Name

Where did you hear about us?

Chosen Beverages

Arrival Drinks Prosecco £35
 Champagne £52

White Wine

Red Wine

Other Beverage Requirements (pre & post dinner)

Bar (house spirits & mixers, soft drinks, beers) YES / NO

Still & Sparkling Water YES / NO

Digestives & Dessert Wine to be offered YES / NO

Coffee & Tea to be offered YES / NO

Booking Details

Date of Event

Breakfast (7.30am to 11am) YES / NO

Lunch (12:00pm to 2.45pm) YES / NO

Dinner (5:30pm to 9.30pm) YES / NO

Number of Guests

Reserved Area

Arrival / Seating Time

Occasion

Chosen Food

Chosen Menu

Bread on arrival (£3.50 per basket) YES / NO

Dietary Requirements

Other Requirements

Seating Chart YES / NO

Cake YES / NO (72 hours notice required)

Canapes (on arrival):

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Deposit Charges:

Private dining room/semi-private dining room/bar/deli: £300

Exclusive Hire 50% of the agreed minimum spend

Name of Cardholder

Telephone Number to call to secure card detail / Payment made over the phone

Cardholders Signature

I HEREBY AGREE TO THE ABOVE TERMS & CONDITIONS