



PRIVATE DINING &  
EVENTS

TOM'S KITCHEN ST KATHARINE DOCKS



TOM'S KITCHEN  
—ST KATHARINE DOCKS—

Tom's Kitchen St Katharine Docks offers a range of beautiful areas that are available for private and semi-private hire, accommodating up to 60 guests for seated meals or up to 85 guests for standing receptions.

All spaces offer great venues for a range of events -from breakfast meetings and private dinners to birthdays, anniversaries and canapé parties. The brasserie is also available for exclusive hire.



# TOM'S KITCHEN EVENT SPACES

## PRIVATE DINING ROOM

*featuring screening facilities*

Accommodates up to 16 guests seated on one long table

*or*

up to 25 guests for a standing canape reception

## SEMI PRIVATE AREA

*Located next to the open kitchen*

Accommodates up to 48 guests seated on 3 long tables

*or*

up to 60 guests for a standing canape reception

## PRIVATE DINING ROOM & SEMI PRIVATE AREA COMBINED

Accommodates up to 65 guests seated on a range of layouts

*or*

up to 85 guests for a standing reception



## DELI

### EXCLUSIVE USE:

Accommodates up to 40 guests for  
standing canape receptions

*or*

Up to 22 guests seated

Available: Weekday evenings or during Weekends

## EXCLUSIVE HIRE

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

Accommodates up to 130 guests for a seated reception and  
170 people for a standing reception.

For further information please contact us.

## OUTSIDE EVENTS CATERING

We can cater for any outside event no matter how big or small.

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
- ❖ 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.

## CONTACT US

Would you like to know more about our private dining and event facilities? If so, please contact Inma on [st.katherinedocks@tomskitchen.co.uk](mailto:st.katherinedocks@tomskitchen.co.uk) or call 020 3011 5433



## 1 TERMS

All reservations in the private, semi-private, main dining room & deli at Tom's Kitchen St Katharine Docks, 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 Aikens 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 Toms Aikens 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:** 8 - 16 people £300, 17 - 48 people £500, 43 – 60 people seated £1,000

**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 16 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 a cancellation fee. Less than 2 working days notice (48hours) the client will be charged the agreed menu price for the number of guests stated in the most recent correspondence.

**Up to 85** – no charge for cancellations with two week's (14 days) notice. Less than 14days notice, the agreed deposit (see point 3) will be charged, room hire fee's where applicable will not be refunded. With less than 2 working days notice (48hours) the client will be charged the full menu price for the number of guests stated in the most recent correspondence in addition to the deposit charge as a cancellation fee.

## 5. NUMBERS

Confirmation of numbers for an event is required 3 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 3 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. 7. PRE-ORDERING & SERVICE CHARGE

**For parties of up 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:** A minimum spend of £500 applies.

**Semi Private Room:** A minimum spend of £1,500 applies.

**Private Dining Room and Semi Private Room:** A minimum spend of £3,000 applies.

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 8am to 11.30am, lunch from 12:00pm to 4:30pm and for dinner from 6pm to 11.00pm. The restaurant is licensed 8.00am until 11.30pm / Sundays 8.00am until 11.00pm. Kitchen opening hours apply.

## 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 invoices, several bills or operate a 'cash bar'. All major credit cards are accepted, excluding Diners Club.

## 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 £55

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

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