





30 Bruton Place,  
LONDON  
W1J 6NL  
T: 020 7409 1728  
[guinea@youngs.co.uk](mailto:guinea@youngs.co.uk)  
[www.theguinea.co.uk](http://www.theguinea.co.uk)

Our Boardroom is an atmospheric antique pine panelled room on the first floor of this historic building which dates back to 1423. Large bay window, patterned carpet and oil paintings enhance the atmosphere. Seating up to 28 people, the Boardroom is ideal for any type of formal business lunch or dinner, client entertaining or social occasions such as birthdays or small weddings.

#### Capacity

The capacity of the room is 28 people. Parties of 16 to 21 will be seated around one oval table. Parties of 22 to 25 will be seated around two tables and parties above 25 will be seated around three tables.

#### Menus

The Guinea is famous for its grill and award winning pies. We have a number of set menus available in the Boardroom. Menus change to reflect the seasonal offer.

#### Wine list

We have an extensive choice of wines from around the world. Our wine director Sebastiano will be delighted to help you to find the right wine to suit the occasion. An excellent selection of champagne and sherry for pre-dinner drinks is available, as well as choice of ports and dessert wine to match our cheese and dessert selection.

#### Extras

There is 42" inch plasma screen for presentations. We will provide the connecting cable. Laptop has to be brought in by the organiser.

There is also an iPod docking station available, iPod or mp3 player must be supplied by the client.

#### Decorations

Fresh flowers and candles are supplied by the Guinea. We can also provide place cards or personalized menus at no extra charge.

For more photos of the Boardroom go to <http://theguinea.co.uk/the-guinea-gallery.php?gallery=3821>

All Boardroom reservations, provisional or confirmed, are subject to the enclosed Terms and Conditions.



## TERMS AND CONDITIONS

**All Boardroom reservations, provisional or confirmed, are subject to the following terms and conditions.**

### MENUS

1. All menu prices are inclusive of VAT at the standard rate
2. All menu prices are subject to 12.5% service charge
3. **Menu Options**
  - i. Full A La Carte is available for parties of 16 or less Mon - Sat
  - ii. Sunday A La Carte is available on Sundays only
  - iii. **Please note four Porterhouse steaks and four Dover Sole are reserved for each A La Carte party. If you require more Porterhouse cuts or Dover Soles you must preorder three working days in advance**
  - iv. Menu B £58.50 pp.
  - v. Menu C £64.50 pp.
  - vi. Rib of Beef Menu £64.50 pp is available for parties of 16 or more
  - vii. Canapé £6.00 pp. (3 canapés)
  - viii. Extra cheese course £5.50 pp.
4. Only one of the above menus is to be chosen per group
5. The Guinea reserves the right to change the content of the menu without prior notice
6. The Guinea Grill does not accept pre orders.
7. If the party wish to pay via BACS payment the funds must be cleared 10 working days in advance of the booking
8. Cheques are not accepted as a form of payment
9. No more than three credit/debit cards may be used per bill.

### ROOM HIRE

Minimum number or guests required:

Minimum 12

A minimum spend will be imposed and this will be discussed at the time of booking.

### ROOM HIRE TIMES

Lunch: 12:00 – 17:00  
Dinner: 18:00 – 23:00

### CONFIRMATION

1. All bookings are treated as provisional until a completed booking form and credit/debit card details have been received.
2. **By providing card details you agree to all terms and conditions laid out in this package.**
3. Company credit cards provided to secure the booking will have the minimum spend charged at the time of providing these details.
4. Confirmation of final numbers is required 24 hours in advance
5. This confirmed number is the minimum number for which you will be charged. In the case of the number of guests dropping below the final numbers stated 24 hours prior to the event you will be charged for the menus of the amount stated. If the client fails to update the numbers, they will be charged on the basis of the confirmed number of guests stated in the most recent correspondence.



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### **CANCELLATION**

1. 8 - 14 Days prior to the function - £500.00 cancellation fee is applicable
2. 0 - 7 Days prior to the function - £1000.00 cancellation fee is applicable

### **BILL PAYMENT**

1. The entire bill must be settled on the date of the event
2. Settlement can be either by personal or company credit card or by cash. Cheques are not accepted.
3. The Guinea will only accept a maximum of 3 credit/debit cards against a single bill.

### **DAMAGE OR LOSS**

The Guinea will make a charge for excessive damage or breakages.

### **PRICES**

1. The Guinea reserves the right to change prices currently stated
2. Prices quoted at the time of booking will be honored.

### **PLEASE NOTE**

1. As per the Liquor Licensing Law, members of The Guinea staff will be unable to serve liquor to any intoxicated person either in the Bar or in The Boardroom
2. The Guinea reserves the right to refuse entry into the premises of any members of any party who are intoxicated.
3. If such a situation arises and the function is cancelled, it will be treated as a late cancellation and £1000 cancellation charge is applicable
4. Fresh flowers and candles are provided by The Guinea at no extra charge. *Please note these are property of the Guinea Grill and will be charged to the above card (charge of up to £70) if removed by a member of the party without our consent.*
5. Place cards can be supplied by The Guinea at no extra charge.
6. The Guinea Grill provides an iPod dock and plasma TV but cannot guarantee this will be compatible with the guest's electrical equipment. It is advised that guests find a date prior to their event to come and check their equipment is compatible. The Guinea Grill accepts no liability if the electrical equipment is not functional on the day.

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HOST: \_\_\_\_\_

ORGANIZER: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

SUBSCRIBE TO GUINEA NEWSLETTER: YES / NO

DATE OF EVENT: \_\_\_\_\_ OCCASION: \_\_\_\_\_

ARRIVAL AT: \_\_\_\_\_

SITTING DOWN

LUNCH (circle the appropriate):

12:30                                  13:30

DINNER (circle the appropriate):

19:30                                  20:30

NO OF GUESTS: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

**No booking is confirmed until credit card details have been provided. By providing these you agree to the Guinea Grill`s terms and conditions. Please call 020 7409 1728 to provide these or follow the secure link sent to your email.**

Please note this card will be charged in the event of late cancellation, no show, damage or if the full bill is not settled on the day of the event. Your reservation can not be confirmed without valid credit card guarantee.

**FINAL NUMBERS MUST BE CONFIRMED 24 HOURS PRIOR TO YOUR EVENT**

*MENU SELECTION: (circle the appropriate)*

Canapés (£6pp, 3 canapés pp)

Extra cheese course (£5.50)

A la carte (up to 16 guests)

Sunday A La Carte (only available on Sunday)

Set menu B (£58.50)

Set menu C (£64.50)

Rib of beef (£64.50 min. of 16 guests)

SPECIAL DIETARY REQUIREMENTS: \_\_\_\_\_

CHAMPAGNE: \_\_\_\_\_

WHITE WINE BIN No: \_\_\_\_\_

RED WINE BIN No: \_\_\_\_\_

PORT / DESSERT WINE: \_\_\_\_\_

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OTHER REQUIREMENTS:

ROOM SET-UP REQUIREMENTS: \_\_\_\_\_

(Maximum of 21 guests around 1 table, party of 24 will be seated around 2 tables, party of 25 – 28 people will be seated around 3 tables)

NAME CARDS REQUIRED: \_\_\_\_\_

ACCESSIBILITY REQUIREMENTS: \_\_\_\_\_

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**Roast Rib of Beef Menu  
(Minimum of 16 diners)  
£64.50**

**SAMPLE MENU**

STARTERS

Celeriac and apple soup with truffle

Cured duck with celery and walnut relish

Cured salmon, butternut squash and pickled cucumber

Crab and crayfish cocktail

MAINS

Roast rib of specially selected 28-day aged beef  
served with Yorkshire pudding, roast potatoes, carrots, parsnips, cauliflower,  
broccoli, and gravy

DESSERT

Sticky toffee pudding with vanilla ice cream

Raspberry sorbet

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Coffee and chocolates

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£64.50  
Sample Menu C

STARTERS

Celeriac and apple soup with truffle  
Cured duck with celery and walnut relish  
Scottish Smoked Salmon  
Crab and crayfish cocktail

MAINS

16oz Yorkshire rib eye steak with beef dripping chips  
Three time national champion steak and kidney pie with beef dripping chips  
Steak and mushroom pie with beef dripping chips  
(v) Potato and Wensleydale pie  
Seabass with caper butter  
(v) Mushroom and radicchio risotto

DESSERT

Sticky toffee pudding with vanilla ice cream  
Salted caramel ice cream  
Raspberry sorbet  
Saint-Luc brie de Meaux, Keens cheddar and Sainte-Nectaire

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Coffee and chocolates

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£58.50

SAMPLE MENU B

STARTERS

Soup of the day

Cured salmon, butternut squash and pickled cucumber

Cured duck with celery and walnut relish

MAINS

12oz Sirloin with beef dripping chips

Three time national champion steak and kidney pie with beef dripping chips

Steak and mushroom pie with beef dripping chips

(v) Potato and Wensleydale pie

Seabass with caper butter

(v) Mushroom and radicchio risotto

DESSERT

Sticky toffee pudding with vanilla ice cream

Salted caramel ice cream

Raspberry sorbet

Saint-Luc brie de Meaux, Keens cheddar and Sainte-Nectaire

• • •

Coffee and chocolates

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