



BUSINESS MEETINGS  
AT

# THE PHENE

— SW3 —



# THE PHENE

— SW3 —

## BUSINESS PACK



## BUSINESS MEETINGS AT THE PHENE

The Phene's Oakley Room is a great space for meetings from 10-40 people, presentations, screenings, training and private dining. Enjoy a Continental breakfast in our garden or Aviary, before moving upstairs to your private meeting space. When it comes to refuelling, enjoy your lunch break back in the sunshine on our terrace or in our light and airy Conservatory. Once finished, relax with a few cocktails designed by our in house mixologist.

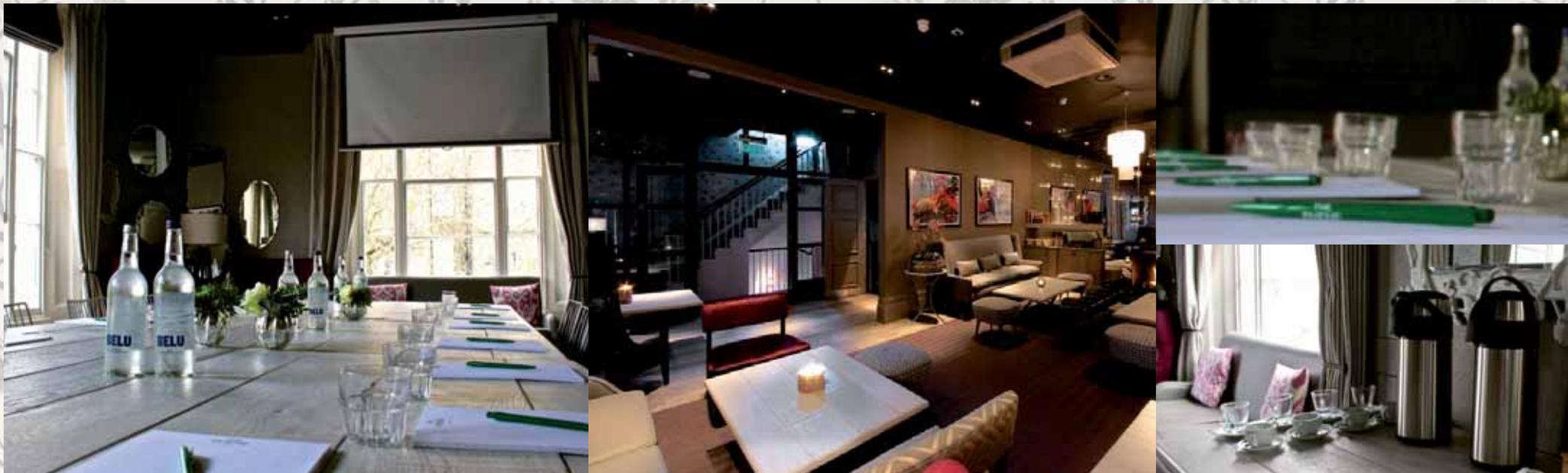
### **FULL DAY DELEGATE RATE £50 per person**

Exclusive use of the room from 9-5pm  
Continental breakfast  
Teas and coffees, bottled water  
2-course set menu in our restaurant or garden  
Free WiFi, pads and pens, use of projector and screen, flip charts available

### **HALF DAY DELEGATE RATE £35 per person**

Exclusive use of the room from 9-1pm  
Continental breakfast  
Teas and coffees, bottled water  
Light lunch of sandwiches and salad  
Free WiFi, pads and pens, use of projector and screen, flip charts available

Our events team are here to help you take the stress out of your meeting, and help in any way we can.



# THE OAKLEY ROOM

Capacity: Seats 36 Standing 70

Our lounge comprises modern British elegance with comfort and style.

The Oakley Room is highly adaptable and can therefore be used for any type of function or event.

We can seat up to 36 for meetings and up to 70 people standing for events and presentations. The room also boasts its own bar with draught beer and a wide range of wines and spirits. The plans opposite are just examples of the many configurations you can choose from.

Seating 22



Seating 36



## **T's & C's**

### **Securing your booking**

Your booking will be confirmed once we receive your deposit. This deposit is half your agreed minimum spend. Your deposit payment will be deducted from your bill on the night or refunded back onto your card once the minimum spend has been met. You can make this payment in person through our chip and pin terminals or over the phone with your authorisation. Unfortunately we do not accept cheques or BACS transfers.

The balance is payable on the day of your event.

### **Cancellation**

We require at least 15 working days notice if you wish to cancel your booking. If this timescale is not adhered to we reserve the right to retain the deposit.

### **Guest Numbers, Pre Ordering & Changes**

Please confirm your final guest numbers at least 2 days prior to your event. We ask no later than 10 working days before your event, to receive your choices for food and drinks. Any changes to the food choices must also be made no less than 5 days prior to your booking. We must be notified of any decreases in guest numbers no later than 2 days before the event. Any changes later than this will result in your party being charged for the original number of guests. There can be no more than a 20% total reduction of guests from your party at any point.

### **Noise Levels**

Unfortunately, being in such a residential area, we have to be very careful about noise levels and we kindly ask for your cooperation in this.

We are happy for you to use your IPod on our docking stations, but we do ask to keep the volume at a reasonable level and be sensitive to those that live next door. We may ask you to turn this down if it is too loud. If the noise continues to be too loud we reserve the right to turn off the IPod dock and switch to music from our house system.

Please do be sensitive to our neighbours and keep the noise down when you leave the premises and if you would like a taxi, we can happily order you one.

### **Service Charge**

We do add a discretionary 12.5% service charge to your final bill.

### **Garden Parties**

To be a good neighbour, we like to make sure we can help our neighbours as much as we can. We do have a strict license that we have to adhere to. This includes, everyone must be sat down from 9pm, with the garden closing at 10pm. As much as everyone loves a good sing song, our neighbours do not, so we ask to keep the noise levels down and be conscious that noise carries down quiet roads like the one we are on. We only reserve areas inside for garden parties with prior arrangement with our events team.

I would like to confirm my booking on the date above and have read and accept the terms and conditions.

Signature or Type in Name:

Date: