

BERRY BROS & RUDD

3, ST. JAMES'S STREET, LONDON

WINE & SPIRIT MERCHANTS



Corporate & Private Events

PRIVATE EVENTS AT N^o.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.’”

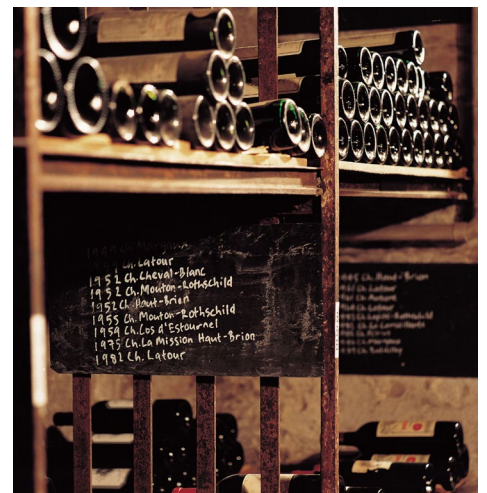
Lumina, Spring 2017

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/Pricing

Standing	120
Seated	72
Minimum Numbers	36
Venue Hire	£2,000

Timings

Lunch/reception	12 noon to 4pm
Evening reception	6.30 to 9.30pm
Dinner	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/Pricing

Standing	60
Seated	44
Minimum Numbers	24
Venue Hire	£1,600

Timings

Lunch/reception	12 noon to 4pm
Evening reception	6.30 to 9.30pm
Dinner	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/Pricing

Standing	18
Seated	14
Minimum Numbers	-
Venue Hire	£1,200

Timings

Lunch/reception	12 noon to 4pm
Evening reception	6.30 to 9.30pm
Dinner	6.30 to 11pm

OUR EVENT SPACES

The Kingsman Room

Slip through the door at No.4 St James's Street and you'll discover our newest event space, the Kingsman Room. Relax over an apéritif in the intimate reception area, then move through to dinner in our luxurious and discreet wood-panelled dining room, which backs onto Pickering Place, London's smallest public square.



Capacity/Pricing

Standing	18
Seated	8
Minimum Numbers	-
Venue Hire	£800

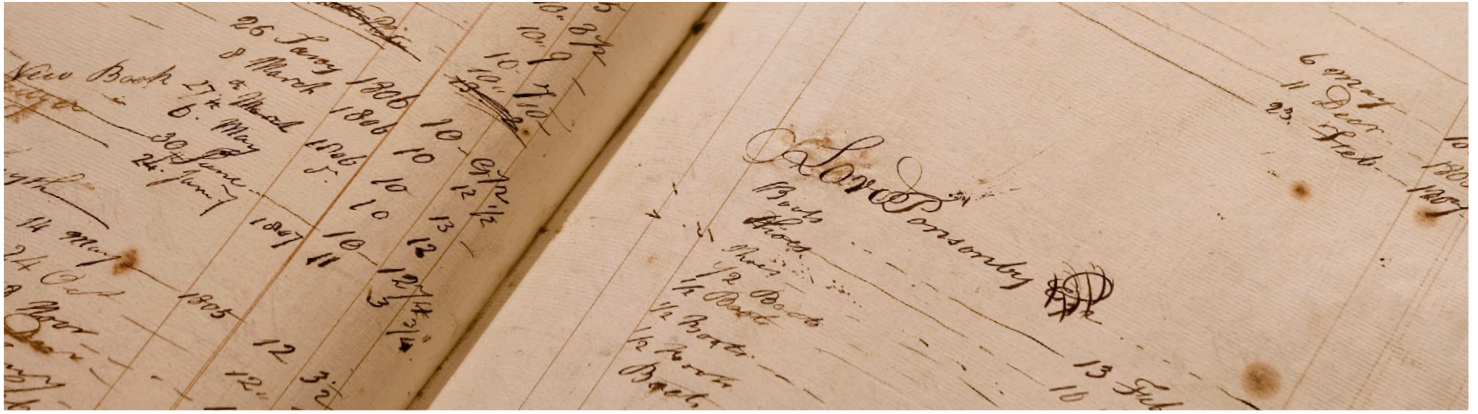
Timings

Lunch/reception	12 noon to 4pm
Evening reception	6.30 to 9.30pm
Dinner	6.30 to 11pm

[illegible]

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



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.

Sustainability

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

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.

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.

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

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; 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 & Conditions of Hire

1. No public functions

Berry Bros. & Rudd, St. James's Street, may only be used for private functions. Therefore, any organiser arranging a function at St. James's may only distribute tickets by invitation and on no account should such tickets be made available to the general public by any advertisements in the media or by other means.

2. Numbers

The number of people invited to the function may not exceed the maximum number stated by Berry Bros. & Rudd without prior consent, in writing, from the company. If numbers fall below the contracted minimum, Berry Bros. & Rudd reserves the right to review the terms of the Contract.

3. 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.

4. Invitation

A sample of the guest invitations should be submitted to Berry Bros. & Rudd for approval. The title of a function must not include the words 'Berry Bros. & Rudd' unless specific permission is first obtained in writing from The Head of Events & Education.

5. Deposit

Berry Bros. & Rudd reserves the right to require payment of the following deposits:

- **1st Deposit:** 10% of the estimated cost of the event upon confirmation of the booking.
- **2nd Deposit:** 50% of the estimated cost of the event will be requested 3 months prior to the event date.
- **3rd Deposit:** full prepayment of the estimated value will be due for payment 2 weeks before the event date.

6. Payment

Terms of payment are within 30 days of the invoice date. A query on an invoiced item shall not affect the immediate payment of other outstanding amounts.

7. Cancellation charges

A percentage of the estimated cost of the function as booked will be charged to the hirer in the event of a cancellation, using the following scales:

- | | |
|-----------------------------|------|
| • 4 months before function | 10% |
| • 2 months before function | 50% |
| • 2 weeks before function | 75% |
| • Within 7 days of function | 100% |
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8. Licensing

The permitted sale of alcohol within the event spaces is as follows;

Monday - Saturday, 10am to 10:30pm

An extension of the licence may be available with a charge.

9. Health & Safety

Berry Bros. & Rudd require the necessary Risk Assessments, Method Statements & Public Liability Insurance for £5,000,000.00 from any contractors at least two weeks prior to the event. This is in line with prescriptive legislation & Berry Bros. & Rudd's Health & Safety policy. Failure to provide these documents could result in the cancellation of the event.

PRIVATE WINE EVENTS

Rules for Events

1.

The Hirer shall be responsible for any damage caused to any spaces within Berry Bros. & Rudd, furnishing or furniture and equipment in it by the wilful acts or default of the Hirer or the Hirer's guests or any other person on the premises (other than the Berry Bros. & Rudd's employees or contractor) by reason of the function and shall pay Berry Bros. & Rudd, on demand, the amount required to make good, remedy or replace any such damage (see insurance cover).

2.

The Hirer is requested to inform all guests, by including a prominent notice in invitations or programmes, that they will be expected to respect the peace of the neighbourhood, especially by leaving quietly at the conclusion of the event.

3.

The booking of an event does not enable the Hirer or his/her guests to use or enter the event space at any time other than the specified hours of the function unless prior permission has been given by your Event Manager.

4.

All guests must provide documentary evidence of participation (programmes, invitations etc) in order to enter our premises. An alphabetical list of those attending must be supplied to your event office contact. Berry Bros. & Rudd reserves the right to refuse entry and the right to eject any guest whose behaviour is unsatisfactory.

5.

Photographs may be taken either in the area reserved for the event or, if outside, in an area agreed with the Floor Manager.

6.

All decoration must be agreed by the Event Manager. Sellotape may not be used on the walls

7.

The removal of any Berry Bros. & Rudd property, including flowers, will be charged to the Hirer.

8.

No aerosols, dry ice machines or smoke effect machines of any description may be used.

9.

Any form of music played at functions should not be audible outside the premises. If the level is deemed to be higher than the permitted, the Floor Manager has the authority to reduce the volume. In order to assess the volume level, a noise controlling device must be used.

FIND OUT MORE

eventsandeducation@bbr.com

0203 301 1515

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
Alistair Jones
Joakim Blockstrom
Kingsmen Photography
Simon Peel