

# SHEPHERD'S

OF WESTMINSTER

## FESTIVE MENU

£40.00 PER PERSON

AVAILABLE FROM 12<sup>TH</sup> NOVEMBER UNTIL 21<sup>ST</sup> DECEMBER

### STARTERS

CREAM OF CELERIAC SOUP (V)

OR

PICKLED CORNISH HERRING

Crème fraîche, capers & dill

OR

SMOKED CHICKEN

Baby gem, spiced pear & toasted almonds

### MAINS

ROAST WINTER ROOT VEGETABLES,  
RED ONIONS, CHESTNUTS & CRISPY SAGE (V)

OR

BAKED SMOKED HADDOCK

Leeks, crème fraîche & mustard sauce

OR

POT ROAST DUCK LEG

Carrots, watercress & crab apple jelly

FOR THE TABLE

Potatoes

Watercress & chicory salad

### DESSERTS

CHOCOLATE & CHERRY TRIFLE

OR

PRUNE & APPLE STREUSEL

Clotted cream

OR

BLOOD ORANGE JELLY

Almond wafer

# SHEPHERD'S

O F W E S T M I N S T E R

## TERMS AND CONDITIONS FOR RESERVATIONS FOR PRIVATE DINING ROOMS OVER THE CHRISTMAS PERIOD

Many thanks for your interest in our private dining at Shepherd's of Westminster.  
The Christmas period for 2018 is defined as running from Monday 12th November until Friday 21st December.

### Provisional Booking

We accept provisional reservations for Private Dining Rooms during this period, but we ask that they be confirmed one calendar month ahead of the event. If we have another enquiry for that particular date, we will contact you to offer you first refusal and the opportunity to firm up on the reservation.

We ask for credit card details upon confirmation to secure your booking. Once received, 1p will be charged and immediately refunded to the card, to check its validity.

### Room Hire

We do not charge room hire, however minimum spend applies:

St Stephen's Room:

- £500 – for breakfast
- £1,000 – for lunch or dinner

Marsham Room:

- £250 – for breakfast
- £300 – for lunch or dinner

Please note that all prices exclude a service charge of 12.5% which will be added to your final bill. This is shared amongst the staff.

### Full Buyout

It is possible to arrange a full buyout of Shepherd's either during the week or at weekends. Costs are dependent on the time of year and the day of the week.

### Menus And Drinks

We ask that menus be pre-selected in advance.

If you would like everyone to have a choice between the different starters, main courses and desserts, along with a seating plan and place cards (place cards can be provided by us) these must be supplied at least one working week prior to your event.

The alternative is for all guests to have the same menu – aside from those with special dietary requirements.

In addition to the set menu, all drinks (including mineral

water and coffee) will be charged for according to consumption. We recommend that wines for the private dining rooms be pre-ordered in advance so that we can ensure availability.

We have a comprehensive wine list. However, should you wish to bring in your own wines, we will charge a corkage fee of £20.00 per bottle.

### Facilities

- A large screen for viewing or presentations
- Secure Wi-Fi separate from the main restaurant's Wi-Fi
- Dedicated waiting staff

### Wines And Corkage

We have a comprehensive wine list. However should you wish to bring in your own wines, we will charge a corkage fee of £20.00 per bottle.

### Guest Numbers

The St Stephen's room can accommodate parties of between 9 to 32 guests. Up to 24 guests can be seated on one table. Once we have reached that figure we have to divide your guests on to two, three and then four tables as the numbers increase. Please refer to room layouts.

The St Stephen's Room is also perfect for a standing reception and can accommodate up to 50.

Set up in theatre style for training days, meetings and lectures The St Stephen's Room can accommodate up to 40.

Final numbers must be confirmed, and menus provided a minimum of one week prior to your event. If your numbers drop on the day of the event and you have pre ordered food, you will be charged the full amount per head.

The Marsham Room can accommodate a maximum of 8 and is ideal for intimate lunches, dinners or important meetings.

### Cancellation

Cancellations must be made one month prior to your event, otherwise a cancellation fee of £25.00 per head

will be charged to your card. Cancellations can only be accepted via email.

### Timings

Access to the private rooms for lunch bookings is from 12.00pm until 4.00pm.

Access to the private rooms for dinner bookings is from 5.30pm until 00.00am.

Last orders at the bar are 11.00pm.

If specific timings are required for an event, please inform the management in advance.

Please be aware that the restaurant must be vacated by midnight according to Westminster Residential Building License.

### Flowers

Fresh flowers can be provided in the room too, an additional charge will apply which will be added to the final bill.

### Loss And Damage

Shepherd's of Westminster restaurant accepts no responsibility for the loss or damage to any items left in its care. All items are left entirely at the owner's risk.

### Payment

We do not offer customer accounts or company invoicing unless arranged well in advance. All outstanding balances must be settled, in full, at the end of the event. We accept all major credit cards. Unfortunately, we are unable to process cheques.

By signing, and sending this form back, you are agreeing to the terms and conditions above.

Printed name .....

Sign on behalf of .....

Signature .....

Date .....