

SANCTUM SOHO HOTEL
LONDON

Events Brochure

20 Warwick Street, London, W1B 5NF

Tel: 0207 292 6100 | Email: events@sanctumsoho.com

www.sanctumsoho.com

The Roof Terrace.

Sanctum's intimate Roof Terrace is tucked away on the fifth floor and provides an exclusive escape from the bustling streets of Soho.

The three connecting areas include an inside bar with mobile Champagne fridge, a covered lounge with built in fireplace and a partially covered terrace, making the Roof a unique hangout throughout the year.

Open seven days a week, this hidden gem is the perfect setting for a fabulous cocktail party or press day. For larger groups the AM-Loft Suites can also be hired to create a late night penthouse party.

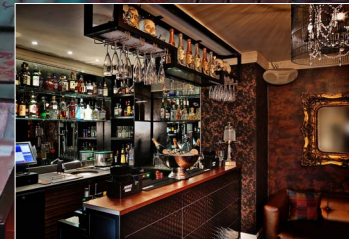
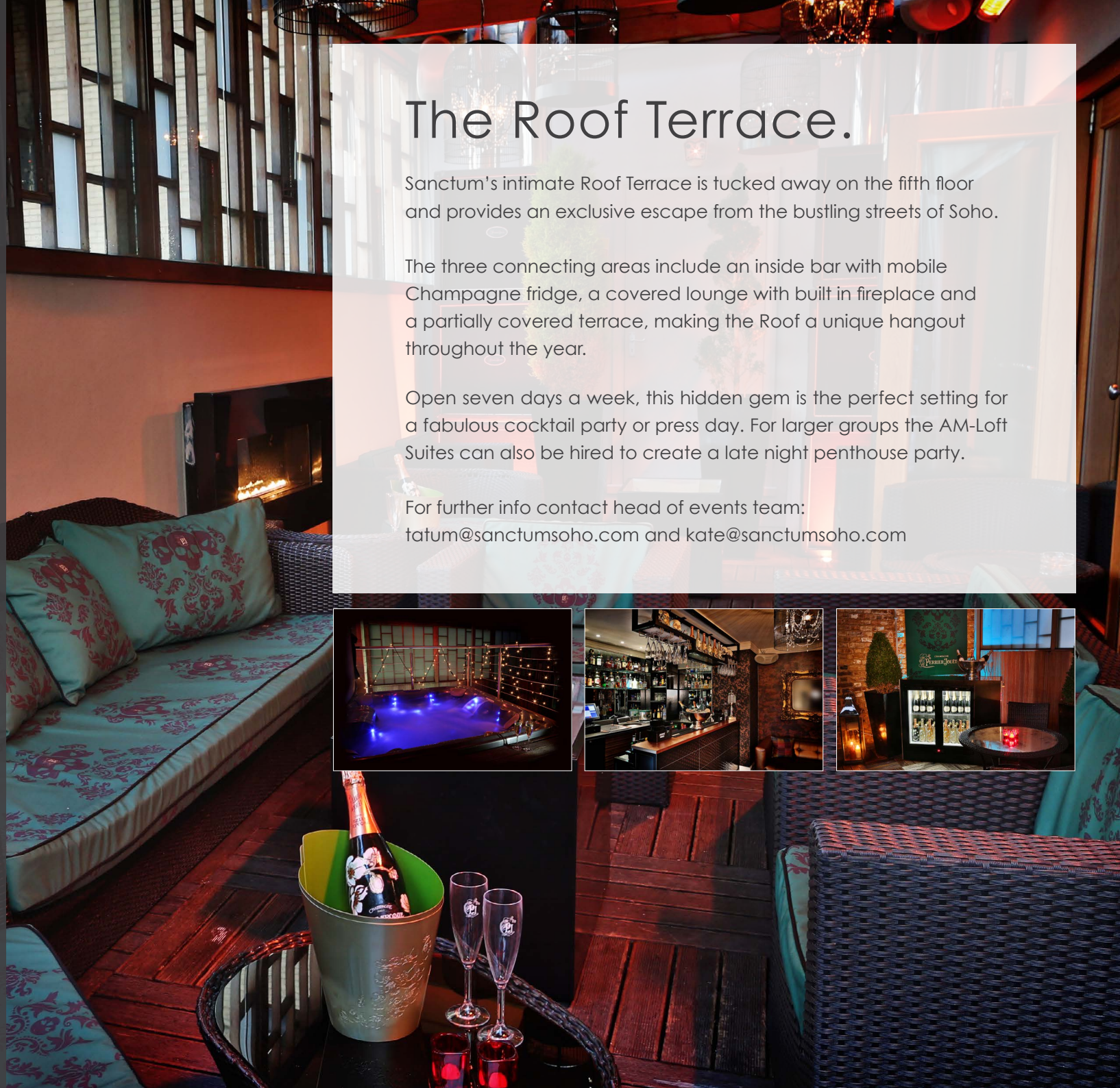
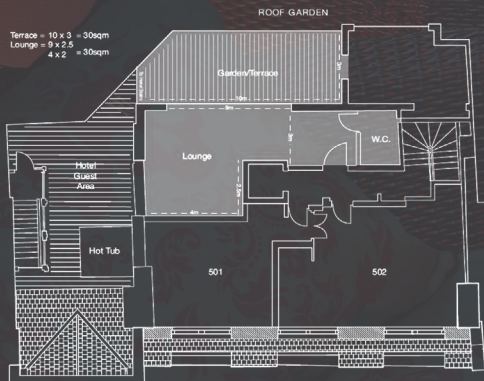
For further info contact head of events team:
tatum@sanctumsoho.com and kate@sanctumsoho.com

ROOM SPECIFICATIONS.

2x 40" Plasma Screens with DVD/Laptop Connection, iPod Dock.

The inside area is fully air-conditioned and the outside space is heated and partially covered with disabled access offered.

CAPACITY: 65pax



ROOM SPECIFICATIONS.

Private Bar, State of the art 4m screen and full HD capabilities, Disabled access, Air conditioned.

Screen, Projector and Audio Spec available on request.

CAPACITIES (80 pax standing)

45pax | Theatre Style

40pax | Private Dining (rounds of 10)

80pax | Cocktail Reception

30pax | U-Shape Board Room



The Cinema.

The Cinema located on the lower ground floor of the hotel is a mix of vintage glamour and opulent design with plush fabrics, it's the ideal location for screenings, parties, playbacks and private dining.

The Cinema benefits from its own private bar and has been fully sound proofed to allow for a range of entertainment and events to take place, including our monthly live performance sessions.

The Cinema located on the lower ground floor can be used as an after dinner party or break out space.

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Restaurant REMIX.

Encompassing the spirit of the hotel, Remix is a vibrant and stylish restaurant and bar open all day for breakfast, lunch and dinner, coffee, cocktails and afternoon tea.

The Restaurant and Bar is a flexible space allowing for small business lunches or large group dinners and can also be hired for product launches, exhibitions and cocktail parties.

The Cinema located on the lower ground floor can be used as an after dinner party or break out space.

OPENING HOURS.

BREAKFAST

Monday to Friday 07:00 - 10:00
Saturday & Sunday 07:30 - 10:30

LUNCH

Monday to Saturday 12:00 - 15:00
Sunday 12:00 - 17:00

AFTERNOON TEA

Monday to Saturday 14:30 - 17:00
Sunday 14:30 - 17:00

DINNER

Monday to Saturday 18:00 - 22:00

BAR

Monday to Saturday 12:00 - 01:00



SANCTUM SOHO HOTEL

Bowl Food

*Bowl Food available to pre-order for events (72hrs before event).
All pieces are priced individually.*

Hot



Rock 'n' Roll Pork Ribs 6.50

Thai Green Curry, Jasmine Rice 6.50

Sausage and Mash 6.50

Wild Mushroom Risotto 5.50

Fish and Chips 7.00

Cold



Heritage Tomatoes, Mozzarella and Basil 4.50

Prawn, Avocado and Chia Salad 5.50

Smoked Salmon, Beetroot and Artichoke 6.00

Goats Cheese, Pine Seeds, Lentils and Ginger 6.00

Ham Hock, Piccalilli and Croutons 6.00



*Should you any questions regarding the allergens, the content or preparation of our dishes please ask a member of our team.
All prices are inclusive of VAT. A discretionary 12.5% service charge will be added to the final bill.*

SANCTUM SOHO HOTEL

Finger Food

*Finger Food available to pre-order for events.
All pieces are priced individually.*

Savoury



Mini Burger Each 3.50

Mini Fish and Chips Each 4.50

BBQ Chicken Wing Portions 3.50

Salt and Pepper Calamari 4.50

Sweet Chilli Baby Ribs 4.50

Fish Cakes 4.50

Vegetable and Haloumi Skewers 3.50

Sweet



Cherry and Vanilla Cheese Cake 3.50

Dark Chocolate Delice 3.50

Strawberry's and Cream 3.50



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SANCTUM SOHO HOTEL

Delicate Food

*Delicate Food available to pre-order for events (72hrs before event).
All pieces are priced individually.*

Savoury



- Smoked Salmon Crostini, Crème Fraiche and Caviar 3.50
- Goats Cheese & Truffle Parfait, Ginger Tuille and Red Onion 3.50
- Saffron and Pancetta Arancini 3.50
- Chicken Liver Parfait and Cherry Gel 4.50
- Foie Gras and Chicken Liver Parfait 15.00
- Olive and Martini Jelly (Alcoholic) 3.50
- Caesar Canape, Parmesan Biscuit, Chicken Mousse,
Baby Cream and Pancetta Crisp 3.75

Sweet



- Mini Cherry and Vanilla Cheese Cake 3.50
 - Mini Dark Chocolate Delice 3.50
 - White Chocolate Fudge 3.00
 - Strawberry and Cream 3.50
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SANCTUM SOHO HOTEL

Breakfast Event Menu

Finger Food available to pre-order for events.

English Breakfast



Scrambled Eggs, Cumberland Sausage,
Portobello Mushroom, Hash Brown, Fresh Tomato,
Baked Beans & Black Pudding

12.50

Continental Breakfast



Selection of 5 Danish Pastries,
2 slices of toast of your choice,
served with preserves

9.50



Both options are served with your choice
of Tea or coffee and Juice



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SANCTUM SOHO HOTEL. EVENT & GROUP BOOKING FORM.

Due to demand, we regret we are only able to hold provisional bookings for 48 hours. In order to confirm your reservation please complete this form & return it to the sales office (fax: 020 7434 3074) as soon as possible.

EVENT DETAILS:

Date of Event/Reservation: _____ / _____ / 2014

Please circle choice: Cinema / Roof / Restaurant / Other (please specify): _____

Description / Name of event: _____ Number of Guests: _____

Arrival/Start Time: _____ Food Service Time: _____ Event to Finish: _____

Name of Host: _____ Name of Booker: _____

Company Name: _____ Postal Address: _____

Telephone Number: _____ Email: _____

Hire Fee: _____ Agreed Minimum Spend: _____

FOOD & BEVERAGE:

Please Specify Your Menu Choice: _____

Number of Vegetarians Attending: _____ Any Special Dietary Requirements: _____

Reception Drinks: _____

Bar Tab Specifications: _____

OTHER REQUIREMENTS:

Theming & Decoration:

All theming and decoration must be confirmed and agreed before an event takes place; please detail any requests below:

Entertainment:

In addition to our background music, please specify your preferences and budget below:

DEPOSIT PAYMENT INSTRUCTIONS:

Payment Details:

In order to confirm your event a deposit is requested (For restaurant group bookings 50% of the menu cost is payable. For private events 50% of the agreed minimum spend is required). Please indicate your preferred method of payment below:

Please find enclosed our Cheque for £ _____ (Please make cheques payable to "Sanctum London Limited").

Alternatively, please debit £ _____ from the following credit card:

Name of Card Holder: _____ Type of Card: _____

Card Number: _____ Expiry Date: _____ Security Code: _____ (3 digits on reverse).

Please sign below to confirm acceptance of our terms & conditions (overleaf) and return to us.

Print Name: _____ Signature: _____ Date: _____

SANCTUM SOHO HOTEL. TERMS & CONDITIONS OF BOOKING.

AGREEMENT & CONFIRMATION:

In order to confirm an event at Sanctum Soho Hotel, you must complete and return the relevant booking form within 48 hours of a tentative booking being made; otherwise the management reserves the right to release the booking and allocate the space to another client.

By signing the booking form you are confirming the accuracy of all information provided by you and accepting the following terms and conditions on behalf of yourself, your company and all within your party. The Agreement between you and Sanctum London Limited comes into existence once we have issued written acceptance of your booking form. Unless you contact us in writing within 24 hours of receiving our written acceptance, you will be deemed to have agreed to the contract terms.

COSTINGS & QUOTATIONS:

Based on information provided by you, the client, a price/minimum spend will be calculated for your proposed event and will be presented in a formal proposal provided by the events team. You must not rely on any other representations made regarding any aspect of your event unless confirmed by us in writing. Any un-met minimum spend is non-refundable. If your minimum spend is not reached on the evening, the difference will be treated as a room hire.

GRATUITY:

A discretionary 12.5% service charge will be added to your final food and beverage bill.

GUARANTEED GUEST COUNT:

To ensure maximum efficiency, we require a guaranteed number of guests one week prior to the confirmed event date. This will be regarded as the minimum number for charging purposes.

MENUS:

Special dietary requirements can be catered for so please discuss your requirements with the event team before confirming your menu options. Final selections should be submitted one week in advance of your event. Menus are subject to seasonal change and price changes throughout the year without notice. All prices are inclusive of VAT at the current prevailing rate (925952496).

DEPOSITS & TERMS OF PAYMENT:

We respectfully request all deposits are paid immediately; the final balance is then due one month prior to the event taking place. Please note Sanctum Soho Hotel reserves the right to cancel the booking if full payment has not been received one week prior to the event date.

For all GROUP BOOKINGS of 10 guests or over in the RESTAURANT a 50% deposit of the menu cost per person is required. The final balance along with additional costs should then be settled on the day/night of your booking.

For PRIVATE EVENTS we require a 50% deposit of the total agreed minimum spend in order to secure your function. The remaining balance is then due one month prior to the event taking place unless previously agreed by management.

Unless credit arrangements have been made with the management prior to the event, settlement of additional accounts will be at the end of the evening. If credit facilities have been authorised, all outstanding balances must be settled strictly within seven days.

AMENDMENTS & CANCELLATION:

All alterations to your event must be made in writing and will be subject to availability. Sanctum Soho Hotel has the right to make minor changes to events at any time without compensation, if deemed necessary to the overall smooth running of a function. We cannot accept responsibility for the cancellation of any event due to a major force beyond our control (i.e. terrorist activity, war, acts of God).

In the event of a confirmed RESTAURANT GROUP BOOKING being cancelled (by you, the client) the following conditions apply:

With less than 14 days' notice, 50% of the menu cost will be retained. Cancellation within 5 working days of the reservation taking place, or non – arrival of the party will incur the full cost of the chosen menu being charged.

In the event of a confirmed PRIVATE EVENT being cancelled (by you, the client) the following conditions apply:

With less than one month's notice, the pre-paid deposit will only be refunded if the space is resold; with less than 14 days' notice, 50% of the estimated total revenue will be retained. Cancellation within 7 working days of the event taking place or non-arrival of the party will incur the full cost of the function being charged (agreed minimum spend & hire fees). This will be deducted from the assigned credit card.

CINEMA – TECHNICAL EQUIPMENT:

If the use of the Cinema DVD, Bluray player or connection to a laptop is required for an event, we advise that a test must be organised with the events team at least one week prior to ensure compatibility with the Sanctum Soho Cinema System. Sanctum Soho cannot be held responsible for any incompatibility with our system when using copied DVD or Bluray discs.

PHOTOGRAPHY & FILMING:

Written permission is required from management prior to any filming and/ or photography (including all private hire spaces and the exterior of the building). Any filming for broadcasting purposes that is approved should refer to the location or name-check the venue (if applicable).

PROPERTY LOSS, DAMAGE & INSURANCE:

Sanctum Soho Hotel will not be liable for injury, loss or damage to the clients' property or the property of their guests, if loss, damage, or injury is due to the act, neglect or default of the client or his guests, servants or agents. We cannot store or take responsibility for any equipment/products that may be used in conjunction with a private event. Any property brought to a event remains the responsibility of the owner. The venue will not be liable for any property left behind after an event. All gifts must be taken with the client at the end of the night.