



**!T'STHEAGENCY\***

Day Delegate Rates in the City:  
**HQS WELLINGTON**

# A venue with a difference...

HQS Wellington, Temple Stairs, Victoria Embankment,  
London, WC2R 2PN

If you are looking for a London venue with a difference you have now found it! The Headquarters Ship Wellington is moored on the Thames by the Embankment, centrally positioned between the City and the West End.

This unique conference space hosts inbuilt audio-visual equipment and unrivalled views, which make break-out sessions energising and inspiring.

## Rooms

Court Room  
Model Room  
Committee Room  
Quarter Deck

## Day Delegate Rate from

£54.95 per head + VAT

Exclusive use - minimum 30 delegates

## Capacities (maximum)

Theatre style front projection	160 delegates
Boardroom style front projection	40 delegates
U shape front projection	70 delegates
Cabaret style front projection	80 delegates



HQS WELLINGTON



COURT ROOM



COURT ROOM



COMMITTEE ROOM



# Our 'day delegate' package

## Our Package includes:

- Exclusive venue hire from 08.00 – 17.00
  - Tea, Twining's infusions, coffee & pastries on arrival
  - Mid morning tea, coffee & biscuits
  - Fork buffet lunch including coffee (Menu below)
  - Afternoon tea, coffee and biscuits\*
  - Seasonal fruit platter
  - Staffing, cutlery, china and linen
  - Cloak room facilities
  - Basic AV equipment namely:
    - LCD Projector
    - Lectern and two microphones
    - 8x6 ft drop down projection screen with drapes (electronic, inbuilt)
  - Flip chart & marker pens
  - Note pads & pens
- \*Each serving includes orange juice and jugs of iced water

## Optional extras:

Extensions on exclusive ship hire hours	£100.00 per hour prior to 08.00am
Additional audio visual equipment	(upon request)
Full technical support	(essential if PA system required)

## Refreshments

Iced jug water	Complimentary
Carton orange juice	Complimentary
Still and sparkling mineral water	£3.25 per bottle
Freshly squeezed orange juice	£3.50 per litre
Tomato, cranberry, apple and pineapple juice	£4.95 per litre
Bottled coke (200ml)	£1.50 per bottle

## Menu options (supplement price per delegate - one serving)

Homemade flapjack or chocolate brownie or biscotti	£1.25
Freshly baked Danish pastries	(x 2 per person) £1.75
Toasted bacon sandwich	£3.00
Crusty organic bacon and egg bap	£5.50
Scones with clotted cream and raspberry jam	£4.95
Homemade cake (choose your favourite)	(minimum of 6 delegates) £1.85
British cheese platter with biscuits and grapes	£6.50

**IT'S THE AGENCY\***

T 020 7871 0577 SALES@ITSTHEAGENCY.CO.UK WWW.ITSTHEAGENCY.CO.UK

# 'fork buffet' menu options

CHESTER BOYD  
LONDON

Chester Boyd is proud to be the most sort after caterer in the City and is delighted to offer you a menu that works specifically for conference events on board HQS Wellington.

Our Package includes one main course, one side, one dessert and coffee.

For two main courses, two sides, one dessert and coffee there is a supplement charge of £6.20 per delegate.

For two main courses, two sides, one dessert, a fresh fruit bowl, cheese and coffee there is a supplement charge of £10.30 per delegate.

## Main Courses

Lamb in red wine sauce with root vegetables and colcannon potatoes

Beef stroganoff with smoked paprika and mushrooms with pilaff rice

Lamb rogan josh with tomatoes and green chilli rice

Fillets of salmon with a herb crust with a chive sauce and minted new potatoes

Baked supreme of haddock in parma ham with herb cream sauce and champ potatoes

Chicken tikka jal frezi with sweet peppers and coconut rice

Chicken in a mushroom cream sauce with basil penne pasta

Pork fillets in cider and grain mustard sauce with rosemary roasted new potatoes

Penne pasta with roasted peppers and parmesan cheese (V)

Baked vegetable tartlet with buffalo mozzarella (V)

Roasted butternut squash, courgette and tomato gateau (V)

## Salads and Side Dishes

Slow roasted plum tomato with oregano and watercress

Tossed green salad with spring onion and mustard cress

Two bean and sweetcorn salad with shallot dressing

Roasted Mediterranean vegetable salad with basil oil

Tomato, cucumber, red onion and rocket salad

Greek salad with oregano feta cheese

Tabbouleh salad with parsley, mint and coriander

## Desserts

Apricot ginger and almond tart with custard

Seasonal fruit pavlova with lemon crème fraiche

Apple and blackberry oat crunch with double cream

Lemon cheesecake with berry compote

Coffee crème brulee with raspberry compote and almond biscuit

Rum chocolate truffle torte with orange salad

Seasonal great British cheeses with celery heart, figs and muscat grapes

Fruits of the season

## Coffee and chocolate



*Colourful and fresh*



*Contemporary dining*

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# location

HQS Wellington, Temple Stairs, Victoria Embankment, London, WC2R 2PN



Model Room



Stunning views

## Transport

**Temple Tube Station**  
(Circle / District Line)

**Waterloo Tube / Mainline Station**  
(Jubilee / Bakerloo / Northern Line)

**St Pancras Station**  
(Eurostar / Mainline Rail)

## Parking

**Arundel Street Car Park**

**Baynard House, Queen Victoria Street**  
(close to Blackfriars Tube Station)

**Some meter parking**  
(although not guaranteed)

## Hotels

**St Martins Lane (5 star)**

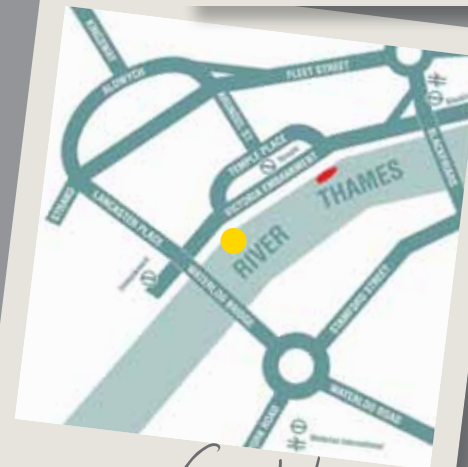
45 St Martins Lane WC2N 4HX

**Grange Holborn (4 star)**

50 - 60 Southampton Row WC1 5H



The top table



Great location

All prices are exclusive of VAT and are subject to terms and conditions.  
If there is anything you cannot see in the package your event co-ordinator would be delighted to discuss a bespoke option with you.