



IT'S THE AGENCY*

Day Delegate Rates in the West End:
28 PORTLAND PLACE

A luxury venue...

28 Portland Place, London, W1B 1LY

28 Portland Place is a beautiful, historic building dating from 1775. Designed by the celebrated Scottish architects, the Adam Brothers, it is one of the finest surviving town houses of its type. Majestic, formal rooms have been sympathetically restored to maintain the character and tradition of the house, offering modern luxury and elegant surroundings for all meetings.

Rooms

5 meeting rooms

- Adam Suite (interconnecting Adam & Sainsbury's Room) Ground Floor
- Harben Suite (interconnecting Harben & Heggie Room) First Floor
- Founders' Room

Day Delegate Rate from

£35.00 + VAT

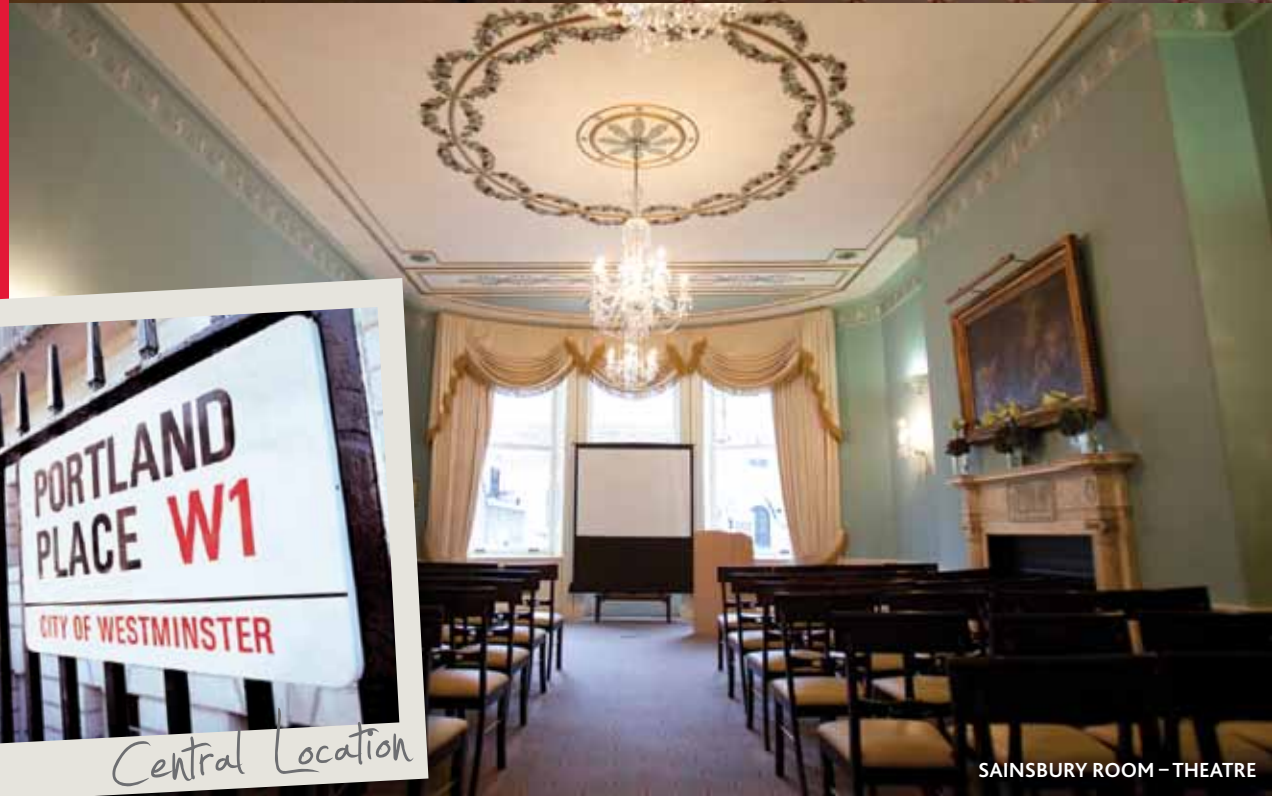
Minimum 20 delegates

Capacities (maximum)

Theatre style front projection	90 delegates
Boardroom style front projection	30 delegates
U shape front projection	30 delegates
Cabaret style front projection	36 delegates



ADAM ROOM – BOARDROOM



SAINSBURY ROOM – THEATRE



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



HEGGIE ROOM



Great facilities



ADAM ROOM

Our 'day delegate' package

Our Package includes:

- Main meeting room from 08.00 to 17.00
- Screen and projector
- Freshly brewed organic coffee and speciality organic teas with biscuits (up to 3 servings)
- Jugs of iced water with selection of cordials
- Sandwich platter lunch to include 1½ rounds per person, crisps and fresh fruit
- Mints for the table
- Event Management

£35.00 per person (minimum 20 delegates)

Upgrades:

Refreshments

Additional servings of tea, coffee and biscuits	£1.65 per person
Tea and coffee with lunch	£1.65 per person
Still and sparkling mineral water	£3.25 per bottle
Old fashioned Lemonade	£4.95 per litre
Orange juice	£4.95 per litre
Tomato, cranberry, apple and pineapple juice	£4.95 per litre
Iced tea	£2.50 per litre
Cans of Coca Cola, Diet Coke & R Whites Lemonade	£1.60 per person

Menu Options / Additional Items (price per delegate)

Branded cereal bars on arrival	£2.25
Sweetie and chocolate box	£4.00
(selection of branded sweets and chocolates available throughout the day)	
Homemade cookies and shortbread (with tea and coffee)	supplement £0.50
Homemade flapjack or chocolate brownie or biscotti	£1.25
Freshly baked Danish pastries x 2 per person	£1.75
Crusty organic bacon bap	£3.00
Crusty organic bacon and egg bap	£3.75
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

All prices exclude VAT

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'fork buffet' menu options

Amper&and

Amper&and is proud to be the most sought after caterer in the City and is delighted to offer you a menu that works specifically for conference events at 28 Portland Place. Our package includes a sandwich platter lunch however if you wish to upgrade to a buffet, supplement charges are as follows: One main course, one side, one dessert & coffee - supplement of £12.50 per delegate.

One main course, two sides, one dessert & coffee – supplement of £18.50 per delegate. Two main courses, two sides, one dessert, cheese & coffee - supplement of £22.50 per delegate. The vegetarian option will be served as an alternative main course to vegetarians only.



Main Courses

- Roasted salmon fillet with brown shrimp and butter sauce
- 'Catalan' chicken with chorizo and white beans cooked in a rich smoked paprika and tomato sauce
- Strips of beef 'Stroganoff' with paprika, shredded gherkins and sour cream
- Corn fed chicken strips 'Coq Au Vin' style
- Braised beef in red wine and garlic with button mushrooms and onions
- Thai chicken curry flavoured with coconut, ginger, chilli and coriander
- Classic Cumberland sausages cooked in a rich stout and onion gravy
- Navarin of lamb with root vegetable pearls
- Mandarin pork with black bean sauce, water chestnuts and baby corn
- Baked fillet of Scottish salmon with a lemon & parsley gremolata
- Jungle vegetable curry with sweet chilli and tamarind (v)
- Roasted vegetable lasagne (v)

Cold Main Courses

- Crayfish, coriander and egg noodles tossed in sweet chilli sauce
- Rare roasted 'peppered' loin of beef with homemade piccalilli
- Smoked chicken 'Caesar' salad with focaccia croutons and shaved parmesan
- Seared blue fin tuna 'niçoise' finished with basil oil
- Poached Scottish salmon with watercress pesto
- Thin slices of honey and mustard ham with parsley mayonnaise
- Courgette & potato frittata with pecorino and rosemary (v)
- Crumbled goats cheese with pepperonata and roquette (v)

Hot Side Dishes

- Saffron rice
- Mashed potato with chives
- Roasted new potatoes
- Roast butternut squash
- Cocotte carrots with orange butter
- Smashed peppered Swede
- Braised red cabbage

Cold Side Dishes

- Mixed leaf salad and balsamic dressing
- Crunchy red slaw
- Plum tomato and red onion salad
- New potato salad
- Roasted Mediterranean vegetables
- Fine green bean and mint salad
- Thai noodle salad

Desserts

- Marbled chocolate and orange cheesecake with grand marnier sauce
- 'Classic' old English sherry trifle
- Caramelised pineapple and coconut pavlova with rum cream
- Pimm's summer pudding 'shot'
- Golden treacle tart with whiskey cream
- Chunks of fudge brownie layered with whipped vanilla cream and finished with sticky fudge sauce
- Mulled raspberries, blueberries and strawberries served with low fat yoghurt and mint
- Selection of British cheeses with celery, grapes, biscuits and fresh baked rolls

location

28 Portland Place, London, W1B 1LY

Transport

Oxford Circus Tube Station
(Bakerloo/ Victoria/ Central)

Regent's Park Tube Station
(Bakerloo)

Great Portland Street Tube Station
(Hammersmith & City/ Circle/ Metropolitan)

Parking

Cavendish Square (underground)
Meter parking on street

Hotels

Langham Hotel (5 star)
Regents St, W1B 1JA

Charlotte Street Hotel (5 star)
15 – 17 Charlotte Street, W1T 1RJ

Grange Fitzrovia (4 star)
20 – 28 Bolsover St, W1W 5NB

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.

