

Meetings and Conference Package | 2024-2025

the Charterhouse



Governors Room & Clerkenwell Room Package

(Up to 50 delegates, minimum 20)

Host your meeting in one of the spaces and utilize the other for refreshments or a breakout session. Our team will help you to choose the most suitable scenario to best fit your needs.



Half-day Package

Included:

- Venue hire – 4 hours, anytime between 09:00 AM and 15:00 PM; access for set-up one hour before guest's arrival.
- Dedicated venue hire manager and staff
- Unmanned cloakroom facilities
- Furniture (tables, chairs, screen and flipcharts)

Venue Hire	£60 pp
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Refreshments:

- Morning and Mid-morning tea, coffee & morning tea bite
- Lunch: Sandwiches & Sliders or Sharers & Salads (see sample menus on page 4)
- Fruit juices, still and sparkling water

Catering*	£65 pp
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Total	£125 pp
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All-day Package

Included:

- Venue hire – 8 hours between 09:00 AM and 17:00 PM; access for set-up one hour before guest's arrival.
- Dedicated venue hire manager and staff
- Unmanned cloakroom facilities
- Furniture (tables, chairs, screen and flipcharts)

Venue Hire	£60 pp
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Refreshments:

- Morning and Mid-morning tea, coffee & morning tea bite
- Lunch: Sandwiches & Sliders or Sharers & Salads (see sample menus on page 4)
- Fruit juices, still and sparkling water
- afternoon tea (cakes and savory bite)

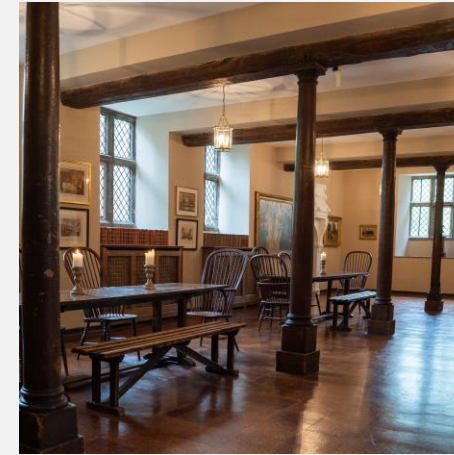
Catering*	£80 pp
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Total	£140 pp
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Great Chamber and Old Library or Tapestry Room Package

(Up to 140 delegates, minimum 20)

Host your meeting in one of our versatile spaces and utilize another for refreshments or a breakout session. Our dedicated team is here to assist you in selecting the most suitable scenario to meet your specific needs. Please note that room capacities may decrease based on your chosen layout and any additional requests, such as staging or AV setup.



Half-day Package

Included:

- Venue hire – 4 hours, anytime between 09:00 AM and 15:00 PM; access for set-up one hour before guest's arrival.
- Dedicated venue hire manager and staff
- Unmanned cloakroom facilities
- Furniture (tables, chairs, screen and flipcharts)

Refreshments:

- Morning and Mid-morning tea, coffee & morning tea bite
- Lunch: Sandwiches & Sliders or Sharers & Salads (see sample menus on page 4)
- Fruit juices, still and sparkling water

	20 - 50 delegates	51 - 90 delegates	91-140 delegates
Venue Hire	£80 pp	£50 pp	£25 pp
Catering*	£65pp	£60 pp	£55 pp
Total	£145 pp	£110 pp	£80 pp

All-day Package

Included:

- Venue hire – 8 hours, anytime between 09:00 PM and 17:00 PM; access for set-up one hour before guest's arrival.
- Dedicated venue hire manager and staff
- Unmanned cloakroom facilities
- Furniture (tables, chairs, screen and flipcharts)

Refreshments:

- Morning and Mid-morning tea, coffee & morning tea bite
- Lunch: Sandwiches & Sliders or Sharers & Salads (see sample menus on page 4)
- Fruit juices, still and sparkling water
- afternoon tea (cakes and savory bite)

	20 - 50 delegates	51 - 90 delegates	91-140 delegates
Venue Hire	£100 pp	£60 pp	£35 pp
Catering*	£80 pp	£75 pp	£70 pp
Total	£180 pp	£135 pp	£105 pp

Sample Menu



Morning Tea

Bite-sized pastries including pain au chocolat, Croissants and danish pastires

A vibrant array of in-season fruits, freshly sliced and ready to enjoy.

An assortment of freshly baked muffins

An Assortment of breakfast pots including bircher museli, overnight oats & greek yogurt and fresh fruit

Sandwiches & Sliders

Harissa chicken over quinoa-chickpea salad with seeds & crumbled feta

Miso-glazed salmon with sticky rice noodles, edamame, pickled carrot & mango. Miso dressing

Hummus, falafel & aubergine platter with pickles, chickpeas & honey tahini

Brioche buns, Swiss cheese, black peppered pastrami, tangy pickled gherkins, and a touch of mustard-mayo

Sharers

Grilled chicken pieces on skewers, seasoned with rosemary, garlic and paprika to perfection.

Mini Gourmet Sausage Rolls

Spiced vegetable samosas

Creamy Mozzarella skewers with basil pesto cherry tomato and black olive dust

BBQ -spiced sweet potatoes with tahini drizzle, seeds, greens & green beans

Salads

Harissa chicken over quinoa-chickpea salad with seeds & crumbled feta

Miso-glazed salmon with sticky rice noodles, edamame, pickled carrot & mango. Miso dressing

Hummus, falafel & aubergine platter with pickles, chickpeas & honey tahini

BBQ -spiced sweet potatoes with tahini drizzle, seeds, greens & green beans

We also have a selection of alternative lunch items and caterers with their own specially selected menus. Please get in touch for more information and pricing.

Upgrades, add-ons
and flowers



No matter the occasion, we can provide
the decorations to set the mood down to
the smallest of details



Upgrades and add-ons

Upgrades and add-ons

Extra tea and coffee break	£3 per person
Selection of biscuits	£2 per person
Extra morning tea item (minimum 20)	£5 per item
Extra Lunch item (minimum 20)	£7 per item
Extra Afternoon tea items (minimum 20)	£5 per item
Canapes (minimum order - 100)	£4 per canape
Wine	£7 per glass
Additional table linen	£18 per tablecloth
AV - 1 lectern mic, 4 radio mics and stands, technician*	£800
AV - 1 lectern mic, 4 radio mics and stands, 2 x 55" screens, technician*	£1,050
AV - 1 lectern mic, 4 radio mics and stands, 2 x 75" screens, technician*	£1,650
Live streaming for up to 150 viewers*	£790
Additional single powered speaker*	£50
Additional radio microphone*	£38
32" Comfort screen for the stage*	£42.50
Dedicated show computer (Apple MacMini)*	£105
Staging*	£100
Tour of the Charterhouse	£10 per person
Manned Cloakroom (2 staff members)	£300
Front of house staff (minimum 4 hours)	£20 per hour
Event hosts (minimum 4 hours)	£30 per hour
Museum closure	£2,000

We work with a range of specialist suppliers including caterers, furniture and tableware hire, floral designers and audio-visual specialists. With our meticulous planning, we can help bring to life and deliver your vision for your event.

Ethical and environmental sustainability are at the core of the Charterhouse vision, and we work with our partners to uphold these principles.

the Charterhouse

To discuss your requirements further, please contact us

020 3817 4173

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thecharterhouse.org

