



REGENT'S COLLEGE CONFERENCE CENTRE



Price List

September 2011 – August 2012

Introduction

Located within 11 acres of private grounds, Regent's College Conference Centre is a unique venue in the heart of London. Offering a selection of meeting rooms equipped with the latest technology and fabulous outdoor event space, all of your event needs can be catered for. With a selection of rooms available all year round, it is an ideal venue for meetings, training, conferences, weddings and summer parties. The Conference Centre is easily accessible by road or public transport, is outside of the congestion zone and has limited car parking available



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Refreshments

All prices are subject to VAT

Tea & Coffee	£2.20
Tea, Coffee & Biscuits	£2.95
Tea, Coffee & Cakes	£3.75
Tea, Coffee & Muffins	£3.75
Orange / Apple / Tropical Juice per litre jug	£5.95
Mineral Water per bottle	£2.95

Breakfast Items

All Breakfast Items include Tea & Coffee

Seasonal Fruit Bowl	£3.50
Seasonal Fruit Platter	£4.50
Mini Danish / Chocolate Pastries	£3.85
Mini Baked Fresh Croissants	£3.85
Mini Assorted Bagels with Cream Cheese	£3.10
Mini Assorted Bagels with Smoked Salmon and Cream Cheese	£4.75
Bacon and Free Range Scrambled Egg English Muffin	£5.95
Sausage and Free Range Scrambled Egg English Muffin	£5.95
Free Range Scrambled Egg and Mushroom English Muffin	£5.95
Suffolk Back Bacon in a Roll	£4.95
Lincolnshire Pork Sausage in a Roll	£4.95
Pancakes with Maple Syrup or Fruit	£3.85

Set Breakfasts

All Set Breakfasts include Tea, Coffee and Toast

Traditional English Breakfast

£14.00

Suffolk Back Bacon
Cumberland Sausage
Field Mushrooms
Grilled Plum Tomatoes
Baked Beans
Scrambled Egg
Black Pudding

Healthy Option Breakfast

£9.95

Smoothie and Juice
Muesli and Yoghurt
Sliced Fruit & Mini Croissants



Sandwich Lunches

Prices are subject to VAT

Traditional Sandwich Lunch

£11.95

The following is an example menu selection which includes one and a half rounds of sliced white and malted brown bread sandwiches, crisps and a bowl of seasonal fruit.

Meat

Deep Fill BLT with Seasoned Mayonnaise
Premium Ham Salad with Vine Tomatoes and English Mustard
Deep Fill Chicken Salad
Premium Spicy Cajun Chicken Salad with Cress
Premium Turkey Cranberry and Stuffing with Vine Tomatoes

Fish

Deep Fill Scottish Smoked Salmon and Cream Cheese
Deep Fill Tuna with seasoned mayonnaise and Cucumber slices
Premium Prawn Cocktail
Premium Tuna and Sundried Tomato

Vegetarian

Cheddar Cheese and Pickle
Deep Fill Emmental Cheese with Roasted Red and Yellow Peppers
Deep Fill Free Range Egg Mayonnaise and Cress
Brie & Wild Mountain Cranberry Sauce with Romaine Lettuce

Continental Sandwich Lunch

£13.95

The following is an example menu selection which includes one and a half rounds of sliced white, malted brown & granary bloomers, bagels & wraps, Kettle crisps and a bowl of seasonal fruit.

Meat

Tandoori Chicken with Mint Yoghurt and Baby Leaves
Ham, Emmental, Rocket
Salt Beef, Mustard Mayo, Gherkin and Salad

Fish

Tuna Mayonnaise, Spring Onion and Radicchio
Smoked Salmon, Cream Cheese and Black Pepper
Prawn Cocktail and Cos Lettuce

Vegetarian

Emmental Cheese, Roasted Peppers, Pesto Mayo and Rocket
Cheddar, Real Ale Chutney and Baby Leaf Salad
Feta, Black Olives and Tomatoes

Continued overleaf.....

Continental Sandwich & Soup Lunch

£14.50

Maximum Numbers of 50 people

The following is an example menu selection which includes one round of sliced malted brown bread, granary bloomers, bagels & wraps, Kettle crisps and bowl of seasonal fruit plus soup of the day

Meat

Tandoori Chicken with Mint Yoghurt and Baby Leaves

Ham, Emmental, Rocket

Salt Beef, Mustard Mayo, Gherkin and Salad

Fish

Tuna Mayonnaise, Spring Onion and Radicchio

Smoked Salmon, Cream Cheese and Black Pepper

Prawn Cocktail and Cos Lettuce

Vegetarian

Emmental Cheese, Roasted Peppers, Pesto Mayo and Rocket

Cheddar, Real Ale Chutney and Baby Leaf Salad

Feta, Black Olives and Tomatoes



Finger Buffets

Our Finger Buffets include one round of Traditional Sandwiches plus a choice of finger items & seasonal fruit bowl.

Minimum Numbers of 15 people and prices are subject to VAT

3 items per person

£14.75

4 items per person

£16.95

5 items per person

£19.25

Once you have selected how many items you would like, our award winning chefs will select the items using seasonal favourites where possible. However if you would like to hand pick your menu please advise your co-ordinator.

Below are some examples of our typical menus.

Cold vegetarian

Wild mushroom and mascarpone tartlet
Parmesan sable and horseradish cream
Coriander pancake with sun blush tomato and cream cheese
Baby goat's cheese wrapped in char-grilled courgette

Hot vegetarian

Rösti potato with stilton and roast cherry Confit
Vegetable dim sum
Spinach brie and pine nut tart
Mini vegetable pizzas

Cold meat

Chicken ballottine wrapped with Parma ham and sage
Mini savoury croissants with ham and cheddar cheese
Aromatic duck pancakes with cucumber and hoi sin sauce
Roasted beef mini bagels with horseradish cream and roquette salad

Hot meat

Mini cottage pie
Garlic and rosemary chicken skewer
Deep fried goat's cheese and chorizo balls
Mini pita bread with lamb kofta and tzatziki

Cold fish

Smoked salmon and cream cheese mini bagels
Smoked trout wrapped in corned tortilla
Muffin of sun dried tomato and poached halibut
Lemon and lime prawn skewer with red chilli and pineapple



Continued overleaf.....

Hot fish

Breaded tiger prawns with chilli sauce
Haddock fish finger with aioli sauce
Pan fried sea bream with fish cake
Thai salmon satay with oyster sauce

Desserts

Chocolate and mint tart
Caramelised pear crème brûlée
Chocolate bread and butter pudding
Pineapple and ginger mousse
Miniature tiramisu
Pear and almond tart



Cold & Hot Fork Buffets

Minimum Numbers of 20 people and prices are subject to VAT

Our award winning chefs will present you with two main selections, one of which will be a vegetarian option, a mix of 3 salads/sides and one dessert using seasonal favourites where possible. However if you would like to hand pick your menu please advise your co-ordinator.

Below are some examples of our typical menus.

Hot fork buffet

£25.50

Fish

Balsamic glazed salmon on sautéed rocket
Steamed cod in lemon mussel broth
Strips of south coast hake in spiced polenta

Meat

Roasted pork steak on confit tomato
Sutton hoo corn-fed chicken chasseur with fricassee of sautéed wild mushrooms
Sesame and soy coated beef strips with pickled ginger and spring onions

Vegetarian

Bean and lentil cake with tomato and grape chutney
Lasagne of ratatouille topped with melting fontina cheese
Spinach and ricotta tortellini with a roast wine tomato sauce

Cold fork buffet

£23.50

Fish

Cured and smoked fish platter
Ballottine of salmon filled with ricotta and spinach
Classic fisherman fish cake of smoked haddock and prawns

Meat

Cured English and continental meat platter
Supreme of chicken stuffed with pistachio and apricots
Norfolk turkey and cranberry tartlet

Vegetarian

Goat's cheese and ratatouille bavarois with a balsamic dressing
Roasted vegetables with grilled haloumi cheese
Savoury muffins

Salads

Mixed leaves in French dressing
Classic Caesar salad
French beans with red onions
Vine plum tomato salad
Greek Salad (Tomato, Cucumber, Red Onions, Iceberg, Olives)
Roasted Beetroot & Goats Cheese Salad with a Mint Dressing

Sides Dishes

Regent's rosemary baby jacket new potatoes
Roast ratatouille vegetables
Braised carrot with cumin seed
Pilaf rice
Buttered Seasonal Greens
Creamy Vanilla Mash Potato

Desserts

Bromley apple pie with Chantilly cream
Fresh fruit platter
Sticky toffee pudding crème fraiche
Steamed syrup sponge and custard
Cheeseboard and biscuits with seasonal chutney



Canapé Items

Minimum Numbers of 25 people and prices are subject to VAT

4 Canapés

£13.45

6 Canapés

£17.00

8 Canapés

£20.50

Cold Vegetarian

Brie cheese on pumpernickel, redcurrant compote
Baby aubergine filled with ratatouille and pesto dressing
Roasted fig with prosciutto and mascarpone
Blue cheeses panna cotta

Hot Vegetarian

Sundried tomato and thyme arancini
Feta and mint quiche
Wild mushroom bouchée a la reine with basil hollandaise
Vegetable spring rolls with green tomato jam

Cold Fish

Maguro tartar, lemongrass gazpacho
Parcel of smoked salmon with horseradish cream
Smoked trout rilette with chive oil
Pickled sea bass with saffron nage

Hot Fish

Baked fish tikka with coconut dip
Pan fried scallops with pea foam and balsamic glaze
Mild curry flavoured shrimp tartlet
Langoustine consommé

Cold Meat

Smoked chicken and mango salsa
Beef tartar spoon with quail's egg
Mousse of foie gras with quince jelly
Venison tataki with Belgian endive and chocolate dressing

Hot Meat

Peppered lamb loin with mint chutney
Miniature cottage pie
Sesame beef cube with smoked eel dressing
Spicy chicken with apricot chutney



Continued overleaf.....

Dessert

Mini cheesecake

Pineapple crumble

Mandarin delice

Amaretto panna cotta

Eton mess



Static Canapé Menu- 5 items

£3.95per per person

Please chose 2 items from Menu A, 2 items from B and I item from C

Menu A

Chilli Nuts
Wasabi Peanuts
Breadsticks
Bombay mix
Mini Pretzels
Mini Poppadoms
Cheese Straws
Tortilla Crisps

Menu B

Smoked Nuts
Kettle Chips
Veg Crisps
Thai Nuts
Spicy Broad Beans

Menu C

Pitta Bread with Hummus
Sweet potato and plantain crisps
Cheese Palmiers

Bowl Food

Minimum Numbers of 20 people and maximum of 100pax and prices are subject to VAT.
Our award winning chefs will select the items using seasonal favourites where possible.
However if you would like to hand pick your menu please advise your co-ordinator.

Please find below examples of options we offer:

4 BOWLS PER PERSON

£16.95

British

Roasted butternut squash, asparagus and goat's cheese
Mini Cumberland sausages and grainy mustard mash
Fillet of red mullet and braised carrot in cider vinegar
Leek and onion welsh cake and tomato relish

European

Pancetta wrapped scallops with broad bean risotto
Crisp romaine lettuce, sun blushed tomatoes, black olives, red onion and feta cheese
Rabbit casserole with braised vegetable rice
Free range chicken in sauce vin jaune

Global

Rice noodle soup with crab and ginger
Chicken tagine with chickpeas and couscous
Special fried rice with Asian vegetables
Caribbean curried prawns

Dessert

Sticky toffee pudding and vanilla ice cream
Apple and pear crumble
Pavlova with seasonal fruits
Tiramisu

THIS IS AN EVENING ONLY OPTION



Day Delegate Rate

Our Daily Delegate Rate provides an inclusive package tailored to your particular style of event.

Day Delegate Package **Rates per person**

Commercial Rate **£57.00 + VAT**

Charity Rate **£55.00 + VAT**

Minimum numbers for Day Delegate Rate in each Meeting Room -

- Tuke Hall Auditorium 150
- Tuke Common Room 40
- Herringham Hall 50
- Knapp Gallery 25

Day Delegate Package Includes the Following -

- Hire of Main Meeting Room & Catering Room (if required)
- One Flipchart, Pad and Pens
- Data Projector and Screen
- Delegate Notepads, Pencils, Sweets and Mineral Water
- Tea, Coffee and Danish Pastries on arrival
- Tea, Coffee and Biscuits Mid-Morning
- 3 Item Finger Buffet Lunch
- Tea, Coffee and Cakes in the Afternoon

Additional Charges

Extra Syndicate / Breakout Rooms

Regent's College Conference Centre has over 25 meeting rooms which can be hired as additional syndicate rooms. Charges are available on request.

Extra Catering

If you would like to add anything extra to your catering prices are available on request.

**Are you thinking of having a drinks reception at the end of your event?
Why not look through what is on offer –**

Canapé Selection

4 Canapés at £13.45 per person

6 Canapés at £17.00 per person

8 Canapés at £20.50 per person

Reception Drinks

House wine at £13.50 per bottle

Bottled Beers at £2.95 per bottle

Spirit & Mixer at £3.50 per glass

Please Ask

Our professional team of Conference Co-ordinators would be delighted to discuss how we could help with your next event.

Please do not hesitate to call on: 020 7487 7540 or email conferences@regents.ac.uk

Wine List

White Wines

Tarabilla Blanco, Bodegas Gallegas, La Mancha, Spain	£13.50*
Luccio Trebbiano di Lugana 2010, Tenuta Roveglia, Lombardy, Italy	£17.50
Tempus Sauvignon, Central Valley Chile	£15.50
Muscadet Sevre et Maine Ducs de Bretagne Chereau Carre 2009, France	£17.00
Pinot Grigio, Sentito, Veneto Italy	£15.50
Sotherton Semillon/Sauvignon Blanc 2010, New South Wales, Australia	£19.00
Riesling Pfalz Wolf 2010, Germany	£19.50
Saint Veran Bouchard Aine & Fils 2009, Burgundy, France	£27.50

Red Wines

Solano Tempranillo/Garnacha Tinto, La Mancha, Spain	£13.50*
Arabella Cabernet Sauvignon 2010, Robertson, South Africa	£16.00
Tempus Carménère 2009, Valle Central, Chile	£15.50
Castillo de Clavijo Rioja Crianza 2007, Spain	£17.00
Château La Croix du Duc 2009, Bordeaux, France	£21.00
Clef d'Argent Syrah 2010, Pays d'Herault, France	£17.00
MadFish Pinot Noir 2008, Australia	£22.00
Chateau Lezongars Premieres Cotes de Bordeaux 2005, France	£27.50

Rose Wines

Il Banchetto Rosato 2009, Italy	£15.50
Rose de l'Hospitalet IGP d'Oc 2009, France	£18.00

Champagne and Sparkling Wine

El Pont de Ferro Cava, Cellers de l'Arboc, Penedès, Spain	£17.50
Prosecco Spumante NV, Enrico Bedin, Veneto, Italy	£19.50
Champagne Dericbourg Cuvée de Reserve NV Brut, Epernay, France	£36.00
Champagne Taittinger NV Brut Réserve, Epernay, France	£60.00

* House Wine

Regent's Premium Drinks Packages

Regent's Premium Drinks Package - 2hours £17.50

House wine
Selection of beer Becks and Budweiser
Still and Sparkling water
Selection of soft drinks
Selection of Orange, Apple and Tropical juice.

Regent's Premium Drinks Package - 3hours £23.50

House wine
Selection of beer Becks and Budweiser
Still and Sparkling water
Selection of soft drinks
Selection of Orange, Apple and Tropical juice.

Regent's Business Drinks Package - 4hours £28.50

House wine
Selection of beer Becks and Budweiser
Still and Sparkling water
Selection of soft drinks
Selection of Orange, Apple and Tropical juice.

Regent's Executive Drinks Package - 5hours £34.50

House wine
Selection of beer Becks and Budweiser
Still and Sparkling water
Selection of soft drinks
Selection of Orange, Apple and Tropical juice.

Regent's Executive Drinks Package - 6hours £39.50

House wine
Selection of beer Becks and Budweiser
Still and Sparkling water
Selection of soft drinks
Selection of Orange, Apple and Tropical juice.

Regent's Exotic Summer Drinks Package - 4hours £34.50

One hour Pimms reception on arrival
Red and White House Wine
Selection of Beer Becks and Budweiser
Mineral Water
Juices

Regent's VIP Drinks Package - 3hours £39.50

One hour Champagne reception on arrival
Spirits
Red and White Special House Wine
Selection of Beer Becks and Budweiser
Mineral Water
Juices

Cheese and Wine Reception - 1hour £15.50

Selections of Cheeses served with Biscuits, Fruit and Celery
Red and White House Wine
Mineral Water
Juices

Audio Visual and Technical Services

Digital Projection and Audio Visual Presentation Aids -

Data projector (2000 lumen) and stand for small to medium meeting rooms	£150.00
Digital XGA visual presenter (Visualiser)	£100.00

Presentation Accessories -

Laptops	£100.00
Infra Red Remote Mouse	£20.00
Laser Pointer	£15.00
6' Projection Screen	£20.00
Standard Lectern	£40.00
Display/Poster boards or partitioning boards	POA
Staging 2x1m sections with 40cm riser	POA
Ramp for above staging for disabled access	£90.00

Traditional Audio Visual Presentation Aids -

Role play kit including Video Camera, tripod, VCR/DVD-R and 29" Video monitor	£200.00
29" TV with DVD/VCR combi player and stand	£100.00
OHP	£25.00
Flip Chart Easel Inc Pad and four pack markers	£20.00
Flip chart Easel only	£15.00
Whiteboard 6'x4' and easel	£30.00

Audio PA Systems -

Basic PA, two speaker, mixer/amp and one wired mic	£100.00
Extra mics- Wired	£35.00
Radio Clip (Lavalier)	£45.00
Radio Hand held	£45.00
CD player multi or single	£25.00
CD Recorder	£30.00
Twin deck tape cassette Recorder	£25.00
Induction Loop system	£55.00
Stereo Radio, CD, Cassette Player	£35.00

Technician Costs -

Monday-Friday 0800/1700	£320.00
Saturday and Sundays 0800/1700	£405.00
Any extra hours over the above hours will be charged at £35.00 per hour during the week and £45.00 at the weekend.	

Consumables -

Photocopying per page	0.15p
Fax per page to UK and Europe	£1.00
Outside Europe	£2.00
Conference Pads and pens	£1.00
Blank Audio CD disks	£2.50
Blank DVD-R disks	£3.50

- All AV costs are subject to availability and may incur a delivery charge.
- If you have any AV requirements that are not listed please ask the team for a quotation.
- Please note Technical assistance is available between 0800-1000 Monday to Friday.
- Should you have extensive AV requirements we recommend that you hire the services of one of our technicians.

Rooms Hire Rates & Capacities

	Capacities						RATES	
	Theatre	Class	Board Room	U-Shape	Semi Circle	Cabaret	DAY	EVENING
Tuke Building								
Tuke Hall	370	N/A	N/A	N/A	N/A	N/A	£1,950.00	£1,000.00
Tuke Common Room	80	36	30	24	40	40	£900.00	£450.00
Herringham Building								
Herringham Hall	100	60	45	40	50	80	£1000.00	£650.00
Knapp Gallery	40	25	20	20	20	28	£700.00	£400.00
York Lawns Week Day	N/A	N/A	N/A	N/A	N/A	N/A	POA	POA
York Lawns Weekend	N/A	N/A	N/A	N/A	N/A	N/A	POA	POA

***All Room Hire rates are VAT exempt. All prices are subject to change as from 1st September 2012**

Rooms Hire Rates & Capacities – Weekends only

	Theatre	Class	Board Room	U-Shape	Semi Circle	Cabaret	DAY RATE
Tuke Building Ground Floor							
Tuke Cinema	95	N/A	N/A	N/A	N/A	N/A	£ 750.00
T004	26	26	N/A	N/A	26	N/A	£ 200.00
T005	25	25	N/A	N/A	20	N/A	£ 200.00
T007	23	23	N/A	N/A	15	N/A	£ 200.00
T009	20	20	14	14	20	20	£ 250.00
T010	30	30	20	20	30	30	£ 300.00
T011	25	25	18	18	25	25	£ 250.00
Tuke Building 1st Floor							
T103	38	38	N/A	N/A	25	N/A	£ 200.00
T104	24	24	20	15	20	20	£ 200.00
T105	28	28	25	18	30	20	£ 200.00
T106	30	30	26	20	30	20	£ 200.00
T107	60	56	44	34	50	30	£ 350.00
T110	22	20	20	14	18	16	£ 200.00
T111	12	12	12	12	12	12	£ 200.00
T112	12	12	12	12	12	12	£ 200.00
T116	15	15	15	15	15	15	£ 200.00
T117	30	30	26	20	30	28	£ 300.00
T118	22	22	N/A	N/A	20	N/A	£ 200.00
Tuke Building 2nd & 3rd Floors							
T218	12	12	12	12	N/A	N/A	£ 200.00
T224	60	60	30	40	60	60	£ 400.00
Herringham Building 2nd Floor							
H245	30	30	30	30	30	N/A	£ 250.00

Jebb Building 1st & 2nd Floor							
J106	25	25	N/A	N/A	16	N/A	£ 250.00
J112	28	28	N/A	N/A	28	N/A	£ 250.00
J208	30	30	N/A	N/A	30	N/A	£ 250.00
Darwin Building							
D02	25	25	N/A	N/A	25	N/A	£ 350.00
D03	25	25	N/A	N/A	25	N/A	£ 350.00
D04	25	25	N/A	N/A	25	N/A	£ 350.00
D05	54	53	32	26	70	40	£ 600.00
D06	54	53	32	26	70	40	£ 600.00
Acland Building							
A101	30	30	24	20	20	24	£ 350.00
A102	30	30	24	20	20	24	£ 375.00
A103	12	12	12	12	12	N/A	£ 150.00
A108	20	20	14	11	15	12	£ 250.00
A111	24	24	18	14	20	18	£ 300.00
A112	22	22	18	14	18	18	£ 250.00
A201	100	54	38	30	50	64	£ 800.00
A202	12	12	12	12	12	N/A	£ 150.00
Acland Lounge	N/A	N/A	N/A	N/A	N/A	N/A	£ 600.00

*** Please note all weekend rooms have allocated furniture that can not be removed from room, only stacked if not required.**

All Room Hire rates are VAT exempt. All prices are subject to change as from 1st September 2012