

An introduction to

richmond
creative events



www.richmondcreativeevents.com

020 8567 9090

Welcome to Richmond Creative Events

Celebrating over 30 years of personal experience in corporate and private entertaining we pride ourselves in our ability to source the perfect conference or event venue, provide mouth-watering cuisine with accompanying drinks and manage all aspects of your event or conference.

As one of London's leading independent catering companies we are committed to excellence every step of the way.

It is our ambition to impress your guests and exceed your expectations.

'Excellent menu and wine selection, professional and courteous hosting, great attention to detail, friendly and efficient, responsive and helpful. All very professionally handled, impressive – thank you.' **AON**



'Creative Event Catering is our speciality. Our passion is food and our aim is to share this passion with you.'

richmond
creative event catering



Creative Event Catering

Our Executive Chef combines old and new culinary concepts to develop seasonal specialities, traditional British classics and innovative gastronomic experiences. His goal is to serve sumptuous meals full of exciting flavours and elegantly presented.

Great drinks complement and enhance a great menu. Our Chief Executive, Barry Seaman, is a wine connoisseur and knows much about wines from all over the world. He enjoys sharing his expert knowledge to recommend the perfect wines and vintages to accompany your food.

‘We would like to thank you for your superb service on Friday at our event. We received many comments about the high quality of the food, and the wonderfully choreographed waiting staff. The Googlers loved the Google coloured champagne cocktails (they had never seen them before!) and the coloured trays, napkins and of course the Google pumpkins, were a beautiful touch to make the event really Googly.’ **Google**



'We can cater at a number of venues which are exclusively managed by us or at a host of special venues throughout London and the UK'.



richmond
creative event venues

Creative Event Venues

We are proud to offer you different types of venues; those where we are the sole event organiser and fully manage all operations within the venue, and a list of some of our favourite places in London or throughout the UK where we also work. Whichever you choose, each has their own individual character, flair and space to host all sizes and types of events.

Our professional venue finders are on hand to share their experience and knowledge to offer a bespoke service and are happy to discuss, source and book the ideal location for you.

You can be sure that venues are always happy to recommend Richmond because they know our expert team always does a fantastic job.

‘I wanted to thank you so much for all your hard work and effort with our dance last night. It was a great success – the best ever I am told this morning.

The dinner was delicious – compliments to the chef. The desert was a triumph.’

National Trust, Scotland



Creative Event Venues

We are proud to **exclusively manage** the following venues:

Forty Hall, Enfield, **The Hop Exchange**, London and **Freemasons' Hall**, London



FOR CONFERENCES

Freemasons' Hall, WC2

Up to 300 theatre style

Chelsea Old Town Hall, SW3

Up to 400 theatre style

Kensington Town Hall, W8

Up to 800 in purpose built auditorium



FOR DINNERS

Royal Horticultural Halls, SW1

Up to 350 for a seated dinner

The Hop Exchange, SE1

Up to 250 people for dinner and dance

Tobacco Dock, E1

Up to 1300 for a seated dinner and stage



FOR SUMMER PARTIES

Kew Gardens, TW9

Up to 400 people standing

Syon Park, TW8

Up to 200 people standing

Stationers' Hall, EC4

Up to 250 in the city centre garden



FOR RECEPTIONS

Mall Galleries, SW1

Up to 500 people standing

The Salient, River Thames

Up to 150 people standing

Armourers' Hall, EC2

Up to 125 people standing

'Our Creative Event Management team aim to help you achieve your vision and create the unimaginable.'



Creative Event Management

From conferences, family fun days, awards ceremonies, charity events and exhibitions to Christmas parties, weddings and parties we offer a tailor-made service for everyone including corporate organisers, agents, event planners and private clients.

Our creative team know what to do and where to find the latest and coolest entertainment, theming ideas, decorations, exciting lighting effects, furniture and technology to wow your guests.

We understand that the key to a successful event is detailed planning, sourcing the best sub-contractors and regular communication with our clients, venue managers and planners. We are experts in managing those last minute changes that ensure everything runs smoothly on the day.

'I would like to thank every member of Richmond Catering for the fabulous evening last night. We have had so many good comments on the catering staff, the food and the amazing feat of setting up a kitchen in the Porsche workshop.' **Hertfordshire Chamber of Commerce & Industry**



Richmond Creative Events

TERMS & CONDITIONS

- Final numbers are required five working days in advance of your event. If for any reason there is a decrease in numbers after this time, you will be charged for your final numbers. Increases in numbers will be charged accordingly.
- In the unlikely event of the event being cancelled, it will be necessary to charge a cancellation fee to cover costs incurred. When booking a venue on your behalf, employing sub contractors, hiring equipment or marquees, cancellation fees may be incurred up to three months prior to the event dependant upon sub-contractors charges.
- When staff are calculated as a separate item, they are charged at an hourly rate with a minimum four-hour session. It is normal to allow travelling time when calculating the charge.
- After 11pm, staff will be charged at an hourly rate. A charge will be made to cover their travelling expenses if safe public transport is not available.
- We always leave an event as neat and tidy as possible and will leave the kitchen as clean as we found it. We do not however clean the function room. Unless alternative arrangements are made, all rubbish will be left in the appropriate area for collection locally.
- We always leave an event as neat and tidy as possible and will leave the kitchen as clean as we found it. We do not however clean the function room. Unless alternative arrangements are made, all rubbish will be left in the appropriate area for collection locally.
- We reserve the right to charge for any equipment that is damaged or broken. Accidental damage at an event should be covered by the clients own insurance.
- Deposits and payments in advance are required for companies who do not have an account with us and for all private customers.
- The final balance for the event will be sent to you after the event and our payment terms are 14 days from presentation of invoice.
- Force majeure Richmond shall make all reasonable efforts to perform their obligations under the contract but shall not be liable for any delay or other failure to perform any part of the contract as a result of factors outside of the company's control.

Thank you

richmond
creative events



www.richmondcreativeevents.com

020 8567 9090