



Whitechapel Gallery Christmas Venue Hire

Information Pack

whitechapelgallery.org/venue-hire

Christmas event menus

Alongside the critically acclaimed Whitechapel Gallery Dining Room, run by Smart Hospitality in consultation with Angela Hartnett, you can host Christmas events in the stunning Grade II listed building and dine, party or impress in one of the 9 inspiring galleries or 2 beautiful studio spaces at Whitechapel Gallery.

Please select one of the following menu options, or get in touch and we can create a bespoke party, adding cocktails, champagne, bowl food or fabulous food stations

For venue hire enquiries, please contact:

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Events Manager

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or

Alexander Jeffries

Catering Events Manager

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Canapé Reception



£45 per person

Please choose a selection of 6 from the following

Cold

London gin and juniper cured Craig Farm organic salmon served on blini
Horseradish and chive crumpet with an orange and beetroot compote and roasted hazelnuts (v)

Croutons of seared fillet of English beef with wild garlic and onion jam

Crab, fennel and dill tartlet

Smoked cods roe toast

Whipped goats' curd and roasted garlic crostini (v)



Hot

Jasmine honey roasted breast of quail on a crisp potato rösti

Aged pecorino wrapped in Parma ham with rosemary honey

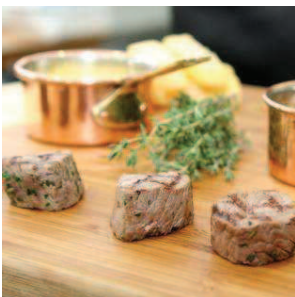
Tartlet of sticky lamb, cauliflower puree

Cumin scented chickpea and toasted sesame fritter topped ginger relish (v)

Smoked eel rarebit

Mini Yorkshire pudding, rare roast beef, horseradish

Herb baked ricotta, bourbon wood smoked trout, bitter leaves



Dessert

Sweet tartlets, including lemon meringue pie, Bakewell tart and seasonal fruits,

Salted peanut and caramel

Carrot cake and mascarpone

Rich chocolate brownies

Mince pies

Zamplgloine

Lemon posset

Additional canapés £2 each

Sit down lunch and dinner



£65 per person

Please choose one item, per course, for the entire party

Glass of Prosecco on arrival

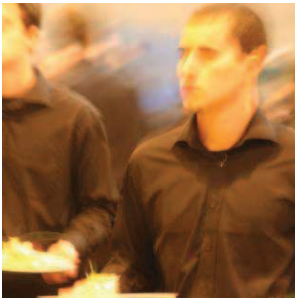
Starters

Celeriac and Colston Bassett stilton soup (v)

Winter salad of artichokes, grilled potatoes, baby leeks, hazelnut vinaigrette

Hot smoked wood pigeon, pickled walnut dressing

Whitechapel marinated salmon with London gin



Mains

Roasted partridge with braised red cabbage, polenta

Venison shoulder braised in red wine, winter vegetables

Roast halibut, cauliflower puree, roasted parsnips,

Mushroom and truffle pie with roasted beetroot (v)



Desserts

Chocolate roulade with vanilla cream

Steamed treacle pudding

Crème brulee

British cheese selection from La Fromagerie

To drink

Terra Forti Trebbiano Chardonnay, Italy 2010

Terra Forti Sangiovese, Italy 2009 (*available only in the studios*)

Still/ sparkling filtered water

Drinks include a glass of prosecco on arrival, and half a bottle of wine with dinner for each guest.

Event Catering Terms and Conditions

1. Quotes

- 1.1 Quotes are valid for one month from date of issue.
- 1.2 Menu prices are prepared on the basis of specific numbers and timings; they are subject to alteration if the final numbers drop by more than 10%.
- 1.3 All prices quoted are excluding Value Added Tax (VAT). VAT will be charged at the current rate as per the invoice date.

2. Payment

- 2.1 The Whitechapel Gallery will invoice for 100% of the catering fee 7 days after the event.
- 2.2 Payment is to be made within 14 days of the invoice date.
- 2.3 Please see the Terms and Conditions of Venue Hire for the Whitechapel Gallery for full payment terms.

3. Numbers and Special Diets

- 3.1 All prices quoted are for a specific number of guests. Final numbers of guests and menu selections are required 5 days prior to the event, unless otherwise advised by Smart Hospitality or the Whitechapel Gallery.
- 3.2 Smart Hospitality will do its utmost to accommodate any increase in numbers.
- 3.3 The minimum amount payable will remain at the final number taken at 5 days prior to the event.
- 3.4 Smart Hospitality must be notified of any special dietary requirements 5 days prior to the event.

4. Range and availability

- 4.1 All goods and ingredients are offered subject to availability. If an item becomes unavailable, or is of insufficient quality to be provided for a client's event, Smart Hospitality reserve the right to make a substitute. Any change will be notified to the client wherever possible.
- 4.2 Clients are not permitted to bring in their own food or drink to the Gallery without prior agreement.
- 4.3 All equipment, linen, crockery and kitchenware and staff etc. will be supplied by Smart Hospitality and the cost will be factored into the final quote.

5. Staff

- 5.1 Smart Hospitality will provide meals for its own staff at no extra cost. Meals for entertainers, crew, photographers, child minders, drivers etc. must be pre-ordered a minimum of 5 days in advance and will be charged for. Meals for venue staffing will also be charged at £3 per head for evening events of over 4 hours.
- 5.2 Smart Hospitality accepts no responsibility for non-catering staff that require food when it has not been booked a minimum of 5 days in advance.
- 5.3 Any staff required to work beyond the hours quoted will be charged for at the relevant overtime rate.
- 5.4 All staff finishing work beyond 23.00 will require taxis home for their own safety and this will be charged to the client.
- 5.5 Staffing costs will be increased by 50% for events held on bank holidays.

6. Drinks

- 6.1 Drinks are either charged for on actual consumption or as a package.
- 6.2 All drinks are to be provided by Smart Hospitality. Clients can make a request to supply their own drink and permission will be given at the discretion of Smart Hospitality. If permission is granted, drinks delivered by or at the request of, the client to the Whitechapel Gallery, remain the client's responsibility. There will be a beverage management charge for collection, service and storage of the client's drinks if this service is required.
- 6.3 No charge will be made for drinks unopened and with labels, seals and stoppers in tact.

7. Damage or loss and items left behind

- 7.1 The client is responsible for any damage, breakage or loss to any property of Smart Hospitality or property hired for the client's event, however caused and will be charged for at the full replacement

All food is prepared in kitchens where nuts are used. It is the guest's responsibility to alert the caterers of any allergies or food intolerances. Final numbers and food intolerance/allergy requests must be confirmed with us no later than 5 working days in advance of the event. Prices exclude VAT.

- cost. This applies between delivery and collection.
- 7.2 Smart Hospitality cannot accept responsibility for any items left behind by the client, guests or others visiting the Whitechapel Gallery and will routinely dispose of menus, decoration etc. and perishable items. If the client wishes to vary this, Smart Hospitality must be notified in writing in advance. Smart Hospitality will reserve the right in such instances to charge for storage/safe keeping of the items or articles.
- 8. Force Majeure**
- 8.1 No liability is accepted by Smart Hospitality for failure to perform obligations due to strike, lockout, hostilities, or other circumstances beyond our control.
- 8.2 No liability is accepted for loss, damage or consequential loss caused by any failure to perform our obligations (whether due to negligence by the Smart Hospitality team or sub contractors or due to other causes), but this does not exclude liability for death or personal injury as required by law.
- 9. Cancellation**
- 9.1 In the event of a cancellation, the following charges apply:
- | | |
|---------------------------------------------------|--------------|
| i. Between one month and 14 days before the event | £300 |
| ii. Within 13 days of the event | £25 per head |
- 9.2 Non payment prior to an event may be taken as cancellation
- 9.3 Cancellation charges will be payable upon receipt of an invoice issued by the Whitechapel Gallery.
- 9.4 Please see the Terms and Conditions of Venue Hire for the Whitechapel Gallery for all other cancellation terms.
- 10. Buy Out Fee**
- 10.1 Should the client wish to use caterers other the Smart Hospitality for an event at the Whitechapel Gallery, this request should be made at the time of confirmation and is subject to a separate agreement with the Gallery. An additional buy-out payment of 50% of the full price room hire rate plus a charge of £25 per guest attending the event will be payable by the client to Smart Hospitality.
- 11. Complaints**
- 11.1 Any complaints must be received by Smart Hospitality within 7 days of the date of the event concerned.