OSiT

OFFICE SPACE in TOWN

MEETINGS
& Conferences



OSiT

St. Paul's

LONDON EC1A

In the heart of the City, St Paul's offers a comfortable and charming setting to host an important meeting.

Celebrating great British authors, this centre is complete with a 'Club Lounge' and Library. It has a variety of meeting spaces, including its very own pod casting room! Complete with equipment and pod casting kit.

St Paul's, Farringdon and Barbican underground stations are only a few minutes walk away with City Thameslink and Liverpool Street mainline stations just around the corner.

The centre is located in Little Britain, as noted in Charles Dickens' famous novel Great Expectations.

"Mr. Jaggers had duly sent me his address; it was, Little Britain, and he had written after it on his card, "just out of Smithfield, and close by the coach-office." Great Expectations, Chapter 20."



FIND OUT MORE



ST. PAUL'S - AUSTEN

4 £42 £145 £250

BOOK NOW



ST. PAUL'S - TOLKEIN

4 £42 £145 £250

BOOK NOW



ST. PAUL'S - BRONTË

4 £31 £94 £183

BOOK NOW



ST. PAUL'S - DICKENS

6 £60 £216 £375

BOOK NOW

Key: Seats Hour Half Day Full Day



ST. PAUL'S - SHAKESPEARE

12 £105 £378 £630

BOOK NOW



ST. PAUL'S - ORWELL

16 £420 £735

BOOK NOW

Key: Seats Hour Half Day Full Day

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CATERING



STANDARD BREAKFAST **£8.00** per person

- A selection of mini pastries with preserves (2 p/p) served with butter and preserves
- Fresh cut seasonal fruit platter

GOURMET BREAKFAST **£11.00** per person

- Smoked salmon & cream cheese mini bagels
- Free range egg mayo & cress mini bagel
- Freshly baked mini muffins
- Fresh cut seasonal fruit platter

REFRESHMENTS

Unlimited still & sparkling water

- Tea & coffee **£7.00** Unlimited
  (Decaf available upon request) **£3.00** Per cup
- Selection of biscuits **£3.00**
- 1ltr fruit juice **£5.00**

HOT SOUP

- Leek & potato soup
- Spiced lentil & sweet potato
- Cream of asparagus soup
- Cream of mushroom soup
- Cream of tomato & basil soup
- Carrot & rosemary soup

- 1 - 5 people **£32.00**
- 5 - 10 people **£64.00**
- 10 - 15 people **£96.00**

BUSINESS LUNCH **£11.50** per person

- Selection of classic sandwiches
- Selection of freshly baked bite-sized cakes
- Crisps
- Seasonal fruit platter

EXECUTIVE LUNCH **£14.00** per person

- Selection of classic sandwiches
- Selection of freshly baked bite-sized cakes
- Crisps
- Tropical fruit skewer
- Selection of two finger food items

GOURMET OPTION **£16.50** per person

- Selection of sandwiches on speciality bread
- Spiced chicken strips with chilli crème fraîche
- Asian marinated spiced salmon skewers
- Vegetable bite-sized quiche selection
- Spinach and potato pakora with riata dip
- Selection of freshly baked bite-sized cakes
- Fresh cut seasonal fruit platter

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MEETINGS & Conferences

Terms & Conditions

DEFINITIONS

In these terms and conditions the following terms shall have the meanings set forth below:

- "Provisional booking" means a provisional reservation for a room and any related facilities, which you have made and we have sent you a provisional booking form with our terms and conditions attached.
- "Confirmed booking" means that you have emailed or signed your agreement to the provisional reservation booking form initially sent to you, and by default means that you have accepted our terms and conditions.
- "Booking form" means the booking form, which is completed in order to request a booking.
- "Contract" means an agreement between you and us for a booking. These terms and conditions together with the reservation booking form constitute the contract and can only be varied by our written agreement. Unless otherwise agreed with us in writing, each booking will constitute a separate contract between you and us.
- "Guests" means the individuals attending the meeting at your request or invitation.
- "Meeting" means the conference or meeting for which you require the room.
- "Room" means the room or rooms, which you book for the use of your guests.
- "You" means the person, organisation, company or other body responsible for making a booking.

BOOKING ARRANGEMENTS

When you make a request for a booking, a provisional booking form will be sent to you. Your request constitutes an offer to us to finalise a booking.

All such booking requests are subject to acceptance by us, and no contract will exist unless and until we confirm our acceptance of your request for a booking and you confirm your booking to us by email or by signing the provisional booking form.

Confirmation of a booking will be sent by email (the reservation booking form) and the contract between us will only be formed when we send you this email.

The most appropriate room will be allocated based on the number of delegates booked and paid for.

We reserve the right at our sole discretion to refuse to accept any request for a booking or to cancel a booking due to circumstances beyond our reasonable control. In such circumstances we will advise you by email as soon as reasonably possible and refund any sum paid by you in full.

We reserve the right to change your assigned room for one of equal suitability prior to the commencement of the meeting. We will endeavour to advise you in advance of any such change.

Catering and Equipment

Your Guests may not bring any food, drink or equipment into the Room unless otherwise agreed by us in advance; corkage charges will be applied if guests ignore this condition. Not withstanding the foregoing, your Guests may bring personal laptops into the Room provided you notify us in advance.

Should you wish us to arrange for the provision of food for the Meeting we normally require a minimum of 24 hours prior notice. Payment by credit /debit card will be required when ordering if you are not an OSiT office client. Menus are subject to seasonal change.

All selections are subject to availability.

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GUEST NUMBERS AND PAYMENT

Should you wish to increase the number of guests for a meeting you must email the OSiT Centre's member of staff who is shown on your booking form and we will do our best to accommodate such request subject to availability of additional room space. If we agree to an increase in the number of guests we will send you confirmation by email and your Booking will be deemed to have been amended when such email is sent. You will need to make any additional payment due by credit / debit card prior to your Meeting.

Any reduction in Guest numbers will be subject to our cancellation policy as set out below. Complete payment must be made by credit or debit card on completion

of your Booking if you do not have an office with us. Confirmation of the booking only takes place upon receipt by the OSiT Centre of the payments due. The OSiT Centre reserves the right to cancel this agreement in the event that the payment is not made. Any additional charges for damage, excessive or unreasonable use of meeting room or other services (such as phone calls, photocopying etc.) incurred during or in connection with your Meeting must be paid for by credit or debit card prior to departure or will be added to your monthly services bill if you are an office client of OSiT.

All local and national phone calls are free of charge. All international and mobile calls will be chargeable at standard BT rate – payment by credit / debit card will be required after your meeting or in your monthly services bill if you are an office client of OSiT. All charges to be paid under the Contract are exclusive of VAT, which will, where relevant, be charged to you at the then current rate. You can review the charges for any excessive or unreasonable use of office or other services upon request.

All prices are subject to VAT .

Minimum order is for 4 people.

CANCELLATION

In the event that you wish to cancel or postpone a Meeting you must confirm the position as soon as possible by email to the OSiT Centre member of staff named on your booking form. Cancellations and postponements shall be effective on receipt of your confirmatory email.

The following cancellation charges shall apply:

You may transfer a booking within the same month and not incur a cancellation charge.

If the room is resold no charge will be made for the cancellation.

0-1 working day 100%

2-7 working days 50%

8+ working days 0%

In addition to the above cancellation charges you will be liable for any expenditure which we have incurred with third parties and cannot recover, for example in respect of the provision of food or other facilities for your meeting.

Please contact your meeting room booker for full terms and conditions.

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ENQUIRIES

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