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Alice Pearson

Household Cavalry Museum

Evening Reception

Thursday, 1st December 2022

*Proudly leading the way as London's most sustainable caterer.
This is where your ideals and our expertise combine to create the event of your dreams.*

Proposal prepared on Monday, 10th October 2022 by Claire White - CW 1



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Event Brief

Suzanne James Contact: Claire White

Client Name: Alice Pearson

Company Name: Household Cavalry Museum

Contact details: Phone Number: 0207 930 3090
Email Address: museumdirector@householdcavalry.co.uk
Address: Horse Guards, Whitehall, London, SW1 2AX

Date: Thursday, 1st December 2022

Timings: 6.30pm to 9.00pm

Guests: 100

Venue Information:

Venue	Address	Contact	Telephone Number
Household Cavalry Museum	Whitehall, London, SW1 2AX	Alice Pearson	0207 930 3090

Brief: You have asked Suzanne James Limited to provide a quotation for a Canape and Drink Reception

Purchase Order No.:

Invoice Code or Note to Accounts:

Invoice Address: Please confirm the address to be used for invoicing purpose

IBAN Number: GB64HBUK40023201371592

SWIFT Number (BIC/BIC11) HBUKGB4140G

Autumn/ Winter Sample Menu

Thursday, 1st December 2022

Alice Pearson

Household Cavalry Museum

No.		Item Price	Total Cost
	Cold Canapés		
	Vegan		
100	Crostini, Coconut Cream Cheese, Edamame Beans, Mint, Lemon, EVOO contains: gluten, coconut, soya	£2.50	£250.00
	Vegetarian		
100	Pecorino Sables, Soft Goats Cheese, Cherry Tomatoes, Pesto contains: gluten, dairy, sulphites	£2.50	£250.00
	Fish		
100	Lemon + Chive Shortbread, Herby Cream Cheese, Seared Prawns contains: gluten, dairy, crustaceans	£2.60	£260.00
	Meat		
100	Brioche Crostini, Chicken Liver Parfait, Onion Chutney contains: sulphites, dairy, gluten	£2.75	£275.00
	Hot Canapés		
	Vegan		
100	Pea + Potato Samosa Patties contains: gluten	£2.50	£250.00
	Vegetarian		
100	Wild + Cultivated Mushroom Tarts, Madeira, Crème Fraiche, Chives contains: gluten, dairy, sulphites	£2.50	£250.00
	Fish		
100	Scottish Salmon + Lemon Fishcakes, Tartare Sauce, Parsley contains: fish, sulphites, gluten, egg, mustard	£2.60	£260.00
	Meat		
100	Thai inspired Pork + Chicken Meatballs, Spicy Chilli Sauce (GF) contains: fish, egg, sulphites	£2.75	£275.00

8 Canapes Per Person

Oven Type: Hired Commercial

DIETARY REQUIREMENTS / ALLERGIES

If you or any of your guests has a food allergy, it will be helpful if you could inform us prior to your event so we can ensure that the dish selected is not at risk of cross contamination by other foods during its preparation and service. Please note we are not a nut free kitchen.

Total Cost of Canapes

£2,070.00

Beverages

Thursday, 1st December 2022

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Household Cavalry Museum

Our comprehensive beverage list can be sent to you as a separate document and is designed to allow you to select wines to compliment your menu, taste and budget it contains a selection of outstanding wines, including many which are ethical, sustainable, organic or Fair-trade. The majority of our beverages can be provided on a sale or return basis with an understanding that we can only accept up to 25% of the order for returns.

We have set out a guide below to help you consider quantities and selection for each part of the day.

Should you decide to provide your own drinks then we will levy a handling fee of £12.50 per head for all guests aged 18 and over.

Once you have selected your beverages we will amend your quotation and calculate the final cost.

Beverage	Cost	Litre/Bottle/B ag/Jug	No. required	No. of Glasses	Amount Returned	Amount Consumed	Total
Reception							
Paul Drouet Brut, NV, Champagne, France (Vegan) ABV 12.5%	£27.00	Bottle	17	102			£459.00
Elderflower Collins (Gin, Soda Water, Lemon Juice, Elderflower Syrup)	£9.50	Glass	100	100			£950.00
House White Wine	£13.50	Bottle	24	144			£324.00
House Red Wine	£13.50	Bottle	18	108			£243.00
Soft Drinks Selection	£2.00	Per Person	100		Unlimited		£200.00
Raspberry + Rose Lemonade with a Raspberry Elderflower Presse with Cucumber Ginger Beer Mint + Lime							
Tap Water with Lemon		Unlimited					

Ice	£15.00	Bag		3			£45.00
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Total Beverage Cost **£2,221.00**

Team

Thursday, 1st December 2022

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Household Cavalry Museum

Our attentive team of smart and friendly staff will attend to you & your guests every need from arrival until carriages. Our delicious food will be served with great professionalism, an infectious charm and charisma. We pride ourselves on our outstanding level of service and apply the same enthusiasm to every single event.

Job Description	No. of Staff	Start Time	Finish Time	Total
.50 is equivalent to 30 mins				
Event Planner:	Claire White			
Catering Event Manager	1	17.00	22.00	£300.00
Executive Chef	1	17.00	22.00	£300.00
Chef	1	17.00	22.00	£210.00
Bar Ambassador	2	17.00	22.00	£300.00
Waiting Ambassador	3	17.50	22.00	£405.00

Total Staff Cost

£1,515.00

Hire Equipment

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Household Cavalry Museum

Hire equipment list to be confirmed

Item	Number required
RECEPTION EQUIPMENT	
Bar in...	
High Top Trestle Table 6ft x 2ft6 (182cm Long x 79cm wide x 91 cm High)	2
70"x144" Ivory Bentley Cloth	2
Large Champagne/Beverage Trug	1
Ice Bucket	1
Ice Tongs/Ice Scoops	1
Spirit Measures	1
Chiller Bin	2
Floor Protector	4
Non Slip Serving Trays	4
Suspension Serving Trays	4
Bar Napkins	0
Site Bin	1
Reception Glassware	
Stolzle Experience Long Stem 6.75oz Champagne Flutes	100
Stolzle Experience 12.25oz Red Wine Glass	130
Tennessee Handled Glass (Elderflower Collins)	100
12oz V Shaped Shetland (water, juice)	100
1 Litre Juice/Water Jugs CHECK	6
Canapes	
Canapé Decking and Paper Napkins	8
Reception Furniture	
Posing Tables	5
120" Coloured Cloth	5
Organza Ties - colour Black	5
BACK OF HOUSE EQUIPMENT	
Kitchen 1 - Subject to Survey	
Turbo Oven on Racking	1
High Top Trestle Table 6ft x 2ft6 (182cm Long x 79cm wide x 91 cm High)	2
Floor Protector	4
Plastic Dustbin	1
Clearing area	
High Top Trestle Table 6ft x 2ft6 (182cm Long x 79cm wide x 91 cm High)	1
Bucket for slops & sieve	1
Floor Protector	1
Plastic Dustbin	1
Staff Uniforms	
Apron, Tie, Badge (Pink / Blue / Purple / Green)	5
Cloakroom	
Coat Rail With 50 Hangers	2

Delivery on the day @ ?
Collection on the day @ ?
All items returned dirty.

Hire Equipment total £2,262.27

Hire Equipment insurance at 10% £226.23

Accidental damage, all equipment must be returned

Total Hire Equipment **£2,488.50**

Delivery/Collection & Carbon Neutral

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Household Cavalry Museum

Transportation	Number required	Note	Cost
Transportation Fee @ £175.00	1		£175.00
De-rig Fee @ £150.00	0		£0.00
Estimated Parking - if applicable @ £60.00	0		£0.00
Congestion Charge @ £15.00	1		£15.00
ULEZ Charge (Ultra Low Emission Zone) from October 2021	1		£12.50
Driver @ £200 (6 hours)	0		£0.00

Carbon Neutral

Contribution towards 3 British Broad Leaf Trees

Range

£30.00 - £250.00

Opt Out

The Tree Appeal

By choosing Suzanne James Ltd you are supporting the Tree Appeal, which helps responsible organisations reduce their environmental footprint by planting native British broad-leaved trees throughout the UK. By planting trees we can help your event to be carbon neutral. In the process we are providing wildlife habitat for many hundreds of years, passing on to future generations a fascinating and highly valuable ecological heritage - both locally and nationally.

Suzanne James Ltd will make a donation to cover the cost of planting one tree on your behalf, so, working with Suzanne James Ltd will not cost the Earth!

Environmental Policy

Now at the forefront of the "green" revolution, Suzanne James has won numerous awards including three European Green Apples, otherwise known as the Green Oscar. Our environmental policy is envied amongst our peers.

For more information on our award winning environmental policy please view our web site www.suzannejames.co.uk

Total Delivery & Carbon Neutral Cost

£202.50

Summary of Costs

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Total Cost for Canapes	£2,070.00
Total Beverages Cost	£2,221.00
Total Staff Cost	£1,515.00
Total Hire Equipment	£2,488.50
Total Delivery & Carbon Neutral	£202.50

ALL PRICES QUOTED ARE SUBJECT TO VAT

Total Cost Per Person excl VAT £84.97

Total Costs excl VAT £8,497.00

VAT @ 20% £1,699.40

CATERING TOTAL £10,196.40

Invoices Raised/Payments Made

	Number & Relating to?	Raised	Paid	Total Ex. VAT	Total Inc. VAT
	Non Refundable Booking Fee -				
Invoice No:	Catering Deposit @ 20% Inv Total (minimum £1000.00)				£0.00
Invoice No.:					£0.00
Invoice No.:					£0.00
Invoice No.:					£0.00
Invoice No.:					£0.00

Remaining Total To Be Paid (once invoices listed above have been paid) £10,196.40

Price guarantee

Whilst we endeavour to offer our clients the best possible prices we regret we are unable to guarantee our quotes for more than 3 months from date of issue. We would be happy to review and amend quotes after

Final Numbers and Invoices

- * Final numbers are required no later than 10 working days prior to the event
- * A non-refundable deposit based on 20% of the total cost of your event or a minimum of £1000 is required to secure your booking. An invoice will be raised upon receipt of confirmation.
- * An Invoice for any outstanding amount will be sent once final numbers are confirmed 10 working days prior to your event
- * Any credit notes will be issued the first Friday after your event or by agreement.
- * A guest list is required no later than 10 working days prior to the event