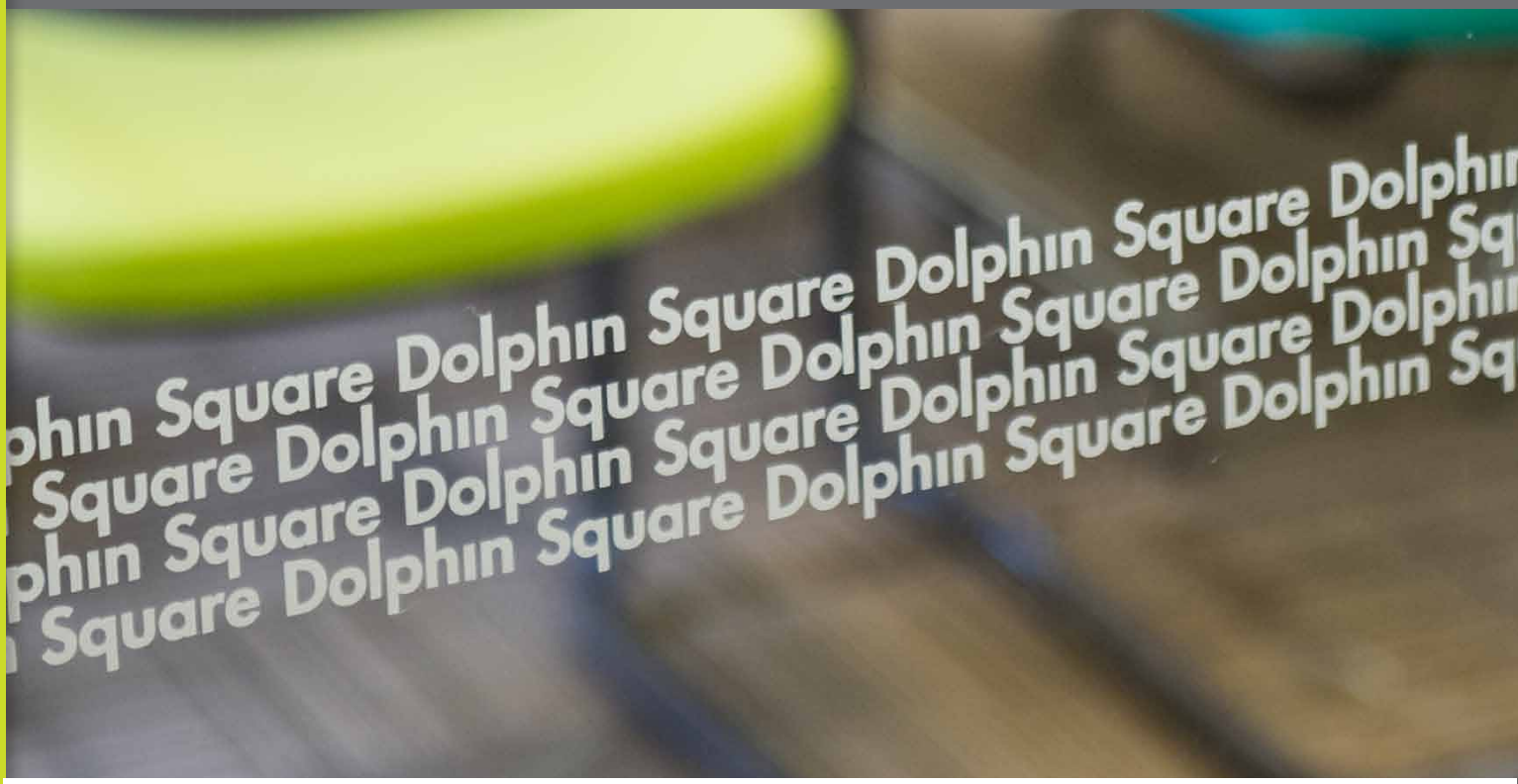
DOLPHIN SQUARE

VILLAGE LIVING IN SW1

MEETINGS & EVENTS

AT DOLPHIN SQUARE



HBAA
ACCOMMODATION CONFERENCES MEETINGS EVENTS

DOLPHIN SQUARE

VILLAGE LIVING IN SW1

MEETINGS & EVENTS – RATES

DAY DELEGATE – £65 per person *(min 12 people)*

Arrival tea, coffee and muffins
Mid-morning tea, coffee and biscuits
Lunch (see options opposite)
Afternoon tea, coffee and biscuits
LCD projector, screen and flipchart
Free Wi-Fi
Room hire

24 HOUR DELEGATE – from £250 per person*

All in above DDR
3 course dinner in The Bar & Grill
Breakfast included
Accommodation*

*Subject to availability

ROOM HIRE Day 8am–5pm or Evening 6pm–Midnight

The Club Lounge	from £500
The Glass Room	from £250
Hotel suites, for smaller meetings	from £250

Half Day rates available on request.
All rates are inclusive of VAT and service.

EQUIPMENT EXAMPLES

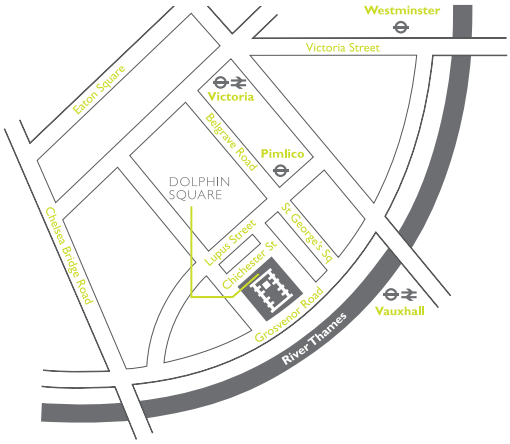
LCD projector and screen	£50 per day
Flipchart	£10 per day
TV	£50 per day
Photocopying	12p per page
Wi-Fi included in DDR	
PA system prices on request	

LUNCH OPTIONS

Dolphin Bar & Grill 3 courses	set menu
Working 3 course	buffet menu
Working lunch	fork or finger buffet

OTHER

Muffins or cakes	£3.00 per person
Tea and coffee	£2.50 per person
Jug of fruit juice	£6.50
Mineral water	£4.25 per bottle
Basket of fresh fruit	£15.00



Dolphin Square, Chichester Street, London SW1V 3LX

Reservations

Telephone: +44 (0)20 7798 8000
E-mail: events@dolphinsquare.co.uk
Website: www.dolphinsquare.co.uk

HBAA ACCOMMODATION CONFERENCES MEETINGS EVENTS

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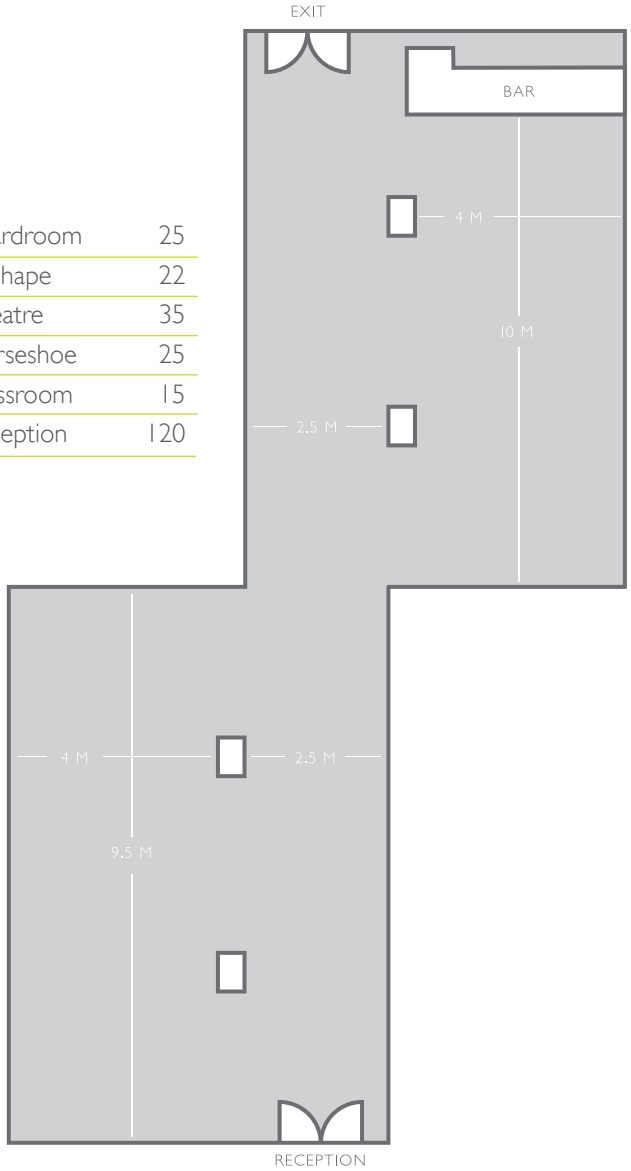
CLUB LOUNGE

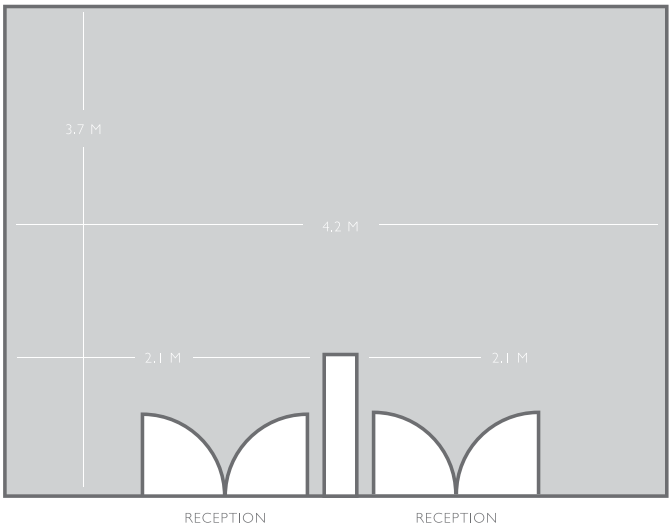
The Club Lounge is a fully private venue that is part divided into two diagonal rooms that can be tailored to your requirements. The front section benefits from natural daylight and a garden view. This room can be split to offer you a Breakfast area or used as a whole and for large reception. both parts are fully air conditioned.

Boardroom	25
U-Shape	22
Theatre	35
Horseshoe	25
Classroom	15
Reception	120



GLASS MEETING ROOM

Centrally located next to our main reception, the glass meeting room is perfect for smaller meetings or as a breakout meeting room if tied together with the Club Lounge. The room benefits from natural daylight and air conditioning.



Boardroom	10
Horseshoe	12
Theatre	12

RESERVATIONS

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DOLPHIN SQUARE

VILLAGE LIVING IN SW1

EVENTS BOOKING FORM

Dolphin Bar and Grill, Dolphin Square Ltd, London SW1V 3LX

PERSON / COMPANY:

EMAIL:

TELEPHONE: FAX:

DATE OF EVENT: ARRIVAL TIME:

PURPOSE OF EVENT:

TIME OF EVENT:

NUMBER OF GUESTS

APPROX ☐ CONFIRMED ☐

SPACE BOOKED

CLUB LOUNGE ☐ GLASS ROOM ☐ OTHER ☐

ROOM SET UP REQUIRED

BOARD ROOM ☐ THEATRE ☐ U-SHAPE ☐

GLASS ROOM ☐ RECEPTION ☐ OTHER ☐

BUDGET:

FOOD AND BEVERAGE REQUIREMENTS:

ACCOMADATION REQUIREMENTS:

HOW DID YOU HERE ABOUT US?

WHAT MADE YOIU DECIDE TO BOOK WITH US?

ARE YOU AN EXISTING GUEST/CLIENT OF DOLPHIN SQUARE?

ENQUIRY ☐ PROBATIONARY ☐ CONFIRM BOOKING ☐

SHOW ROUND DATE: ☐

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DOLPHIN SQUARE

VILLAGE LIVING IN SW1

EVENTS BOOKING FORM

Dolphin Bar and Grill, Dolphin Square, London SW1V 3LX

TO GUARANTEE YOUR RESERVATION, PLEASE FILL IN CARD DETAILS BELOW:
(If booked less than 7 days in advance)

TO CONFIRM YOUR RESERVATION PLEASE FAX BACK THE COMPLETED BOOKING FORM TO 020 7798 6886 OR ARRANGE TO HAVE DETAILS TAKEN OVER THE TELEPHONE.

TO COMPLY WITH CREDIT CARD REGULATIONS, PLEASE DO NOT RETURN THIS FORM BY EMAIL.

NAME ON THE CARD: .....

CARD HOLDER ADDRESS: .....

.....

CARD ISSUER: .....

CARD NUMBER: .....

VALID FROM: ..... VALID UNTIL .....

ISSUE NUMBER (Switch): .....

SIGNATURE: ..... DATE: .....

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ACCOMMODATION CONFERENCES MEETINGS EVENTS