

**Awesome!**

PRESENTS

# The Crystal Ball

AT THE ROYAL LONDON SUITES



# About the Event

It's time to shine this festive season! Step into the world of glitz and glamour as you arrive at the Royal London Suites for an evening of festive fun.

Relax and enjoy a glass of fizz during our welcome reception. From there you will be called into the main dining room where a delectable three-course dinner awaits you.

Once dinner has finished, it's time to party. Make your way to the dancefloor and let our incredible DJ take you back in time with your favourite hits and Christmas classics.

So join us this Winter at the Crystal Ball for a Christmas Party to remember...!







19.00  
DOORS OPEN AND  
YOUR PARTY  
BEGINS



19.00  
RECEPTION  
DRINKS



20.00  
DINNER SERVICE BEGINS



# Timeline

22.00  
DJ & DISCO



00.00  
BAR  
CLOSES/MUSIC  
ENDS



00.30  
CARRIAGES



# What's Included

- Exclusive company tables
- Complimentary cloakroom
- Sparkling reception
- 3 course seated dinner
- Half a bottle of wine per person
- Still and sparkling water
- Choice of pre-ordered drinks
- Professional dj and disco
- Ambient lighting throughout
- Event design, planning and management
- Crystal theming throughout
- Staffing and security



# Booking Process



Like what you see?  
Call or email us to  
check availability  
start the booking  
process



To secure your  
spaces acceptance  
of our T&C's and a  
deposit of £30+VAT  
per person must be  
made.



Once secured dietary  
requirements must be  
entered at least 6  
weeks before the  
event.



Pre-ordered drinks must  
also be added 6 weeks  
prior to the event. This  
will mean drinks will be  
ready and waiting at  
your table.



Then you're all set  
to enjoy a night of  
glitz and glamour  
at the Royal  
London Suites



You will receive your  
tickets one week  
before the event. This  
is one e-ticket that you  
can send out to all  
members of your party.



Once food orders and  
dietary requirements  
have been made the  
final balance will also  
need to be paid 6 weeks  
prior to the event.

# Dates & Prices

Currently we have all dates in November and December available. Price is subject to date and number of guests in your party and package so please contact our little christmas helpers and they will put together a tailor made proposal for you

all prices are per person and exclude vat



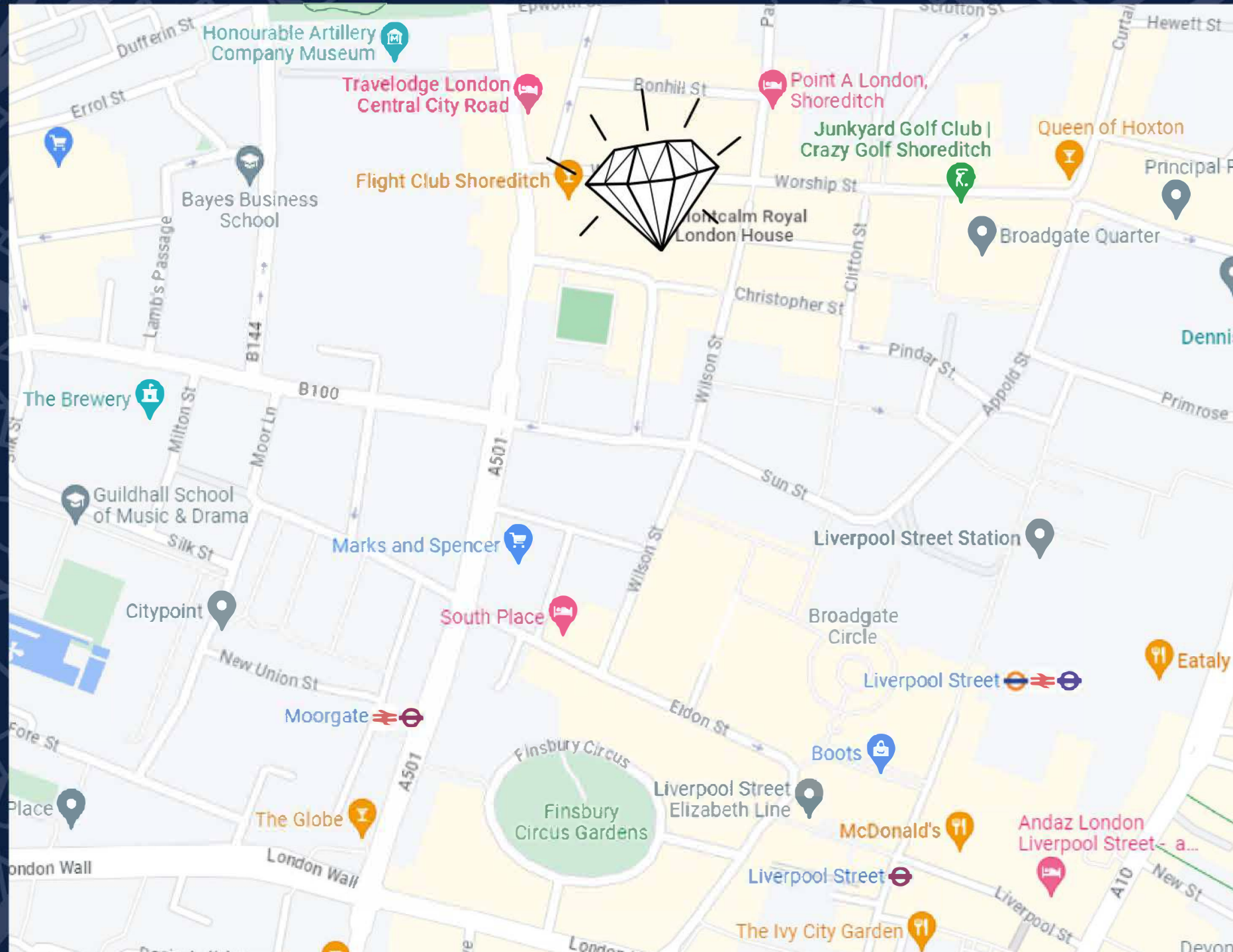
# FAQ

- What's the minimum number of guests I can book?
  - Minimum number of guests is 8
- Can I use deposit payments for guests no longer attending towards drinks packages/tokens?
  - No - sorry, deposits are strictly non-refundable and cannot be used towards the balance of other guests or drinks
- Does the venue have car parking on site?
  - Unfortunately there is no parking on-site provided at any time. NCP car parks and on-street parking may be available nearby but cannot be guaranteed. We recommend travelling to the venue via public transport
- Are there any age restrictions on events?
  - Yes, due to the nature of the event and alcohol available at the event, the parties are strictly 18+. If you are lucky enough to look under 18, please be prepared to show ID on entry. We operate a challenge 25 policy at our venues.
- Can I place name cards/items on tables before the event starts?
  - We do try to avoid doing this as it is a shared party. However, if you need to do this, then please make your booking manager aware before the event date. We do not allow early entry to the venue so any items to be placed on tables must be sorted during the drinks reception period. Only 1 person from each group will be allowed to do so.
- Dress code and cloakroom?
  - We ask all guests to dress smart. This is a Christmas party - dress to impress! Smart jeans and formal trainers are permitted. Sportswear is not allowed. A complimentary cloakroom will be provided, however due to the number of guests at each event we ask guests not to bring large bags where possible. Bikes are not permitted, and some large items may be refused.
- If someone in my party doesn't turn up, can I get my money back?
  - We cannot refund guests that haven't showed up. They will have missed a great event!!
- Will there be strobe lighting?
  - As part of our disco, there may be flashing/strobe lights
- Do you have disabled access?
  - Yes, our venue is accessible so our events can be enjoyed by all!



# Location

The Royal London Suites  
The Montcalm Hotel  
22-25 Finsbury Square, London  
EC2A 1DX



## Moorgate station

(Northern line, metropolitan line, circle and hammersmith and city lines) - 5 min walk

## Liverpool st station

(Central line, metropolitan line, circle and hammersmith and city lines, and national rail) - 6 min walk

## Old street station

(Northern line and national rail) - 6 min walk