

PRESENTS

## The Crystal Ball



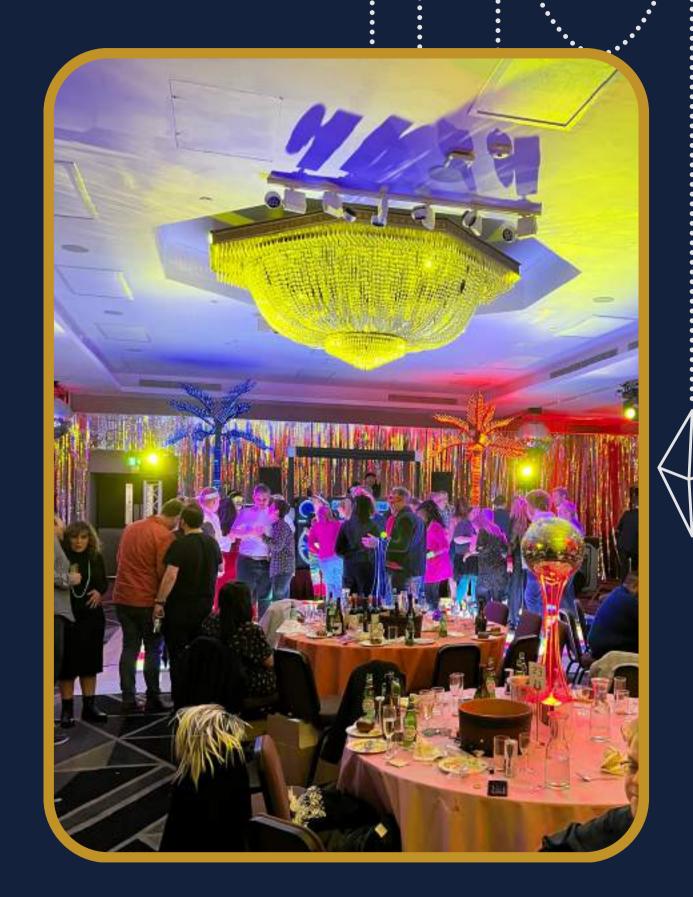
#### About The Event

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...















# Event Tineline



22.00

DJ & DISCO

00.30 CARRIAGES

WELCOME RECEPTION DRINK

Timeline

19.00 DOORS OPEN AND YOUR PARTY BEGINS 20.00 DINNER SERVICE BEGINS 00.00

BAR

CLOSES/MUSIC

ENDS







## Whatis Included?

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







### The 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 in the on-hold email must be made. Please note spaces will not be secured if this hasn't been completed. After this a deposit of £30pp +VAT is required.



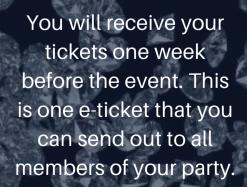
Once secured dietary requirements must be entered at least 6 weeks before the event.



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



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



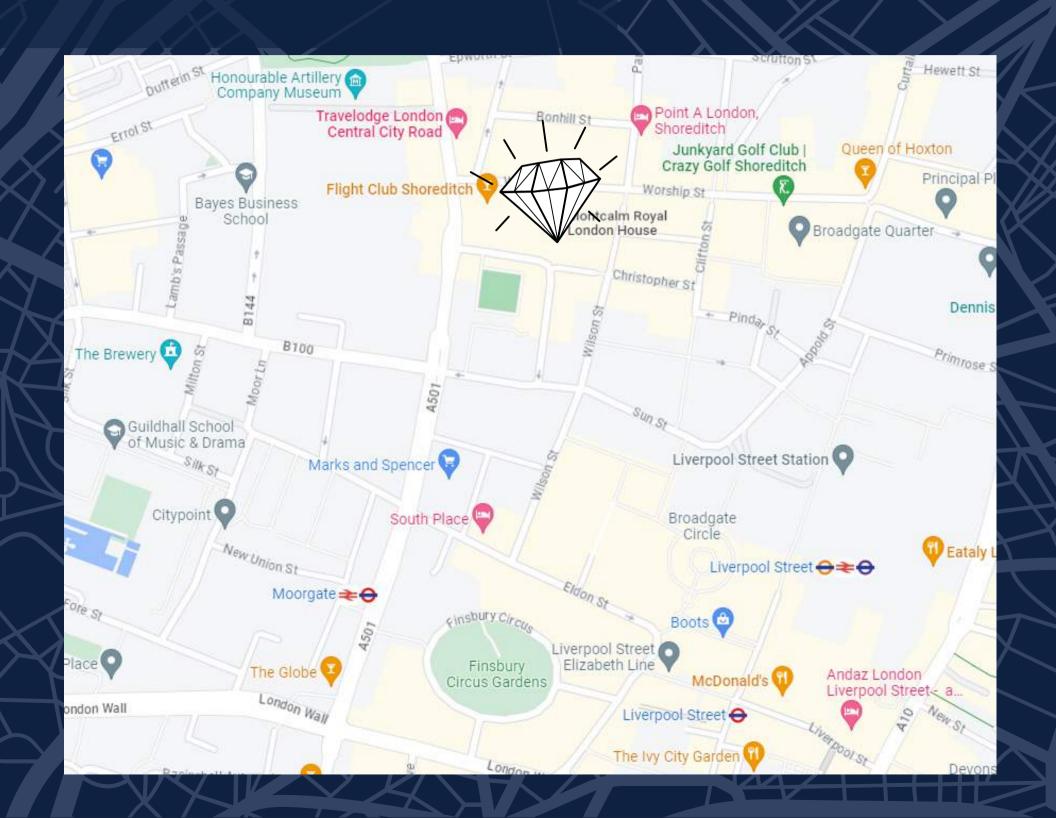


\*Example menu from 2023 Me food Roast cauliflower soup, curry oil pb Roast Norfolk Bronze turkey, sourdough bread sauce, pigs in blankets, sage & onion stuffing, duck fat roast potatoes, Chantenay carrots, Brussels sprouts & chestnuts, Christmas gravy Roast celeriac, wild mushrooms, cavolo nero, chestnut sauce pb Eggnog panna cotta, mulled fruits and spiced sable V \*subject to change



- 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, this 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