

Hotel Booking Documents: 497
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London, WC2E 7AW

Wisdom Tree London Half-Day Seminar

BEO #: 17647355

BANQUET EVENT ORDER

Account: WisdomTree

Booking Name: Wisdom Tree London Half-Day Seminar

Contact: Bryan Govey

Booking Dates: 2/3/2023-2/3/2023

Address: 1 King William Street,
London, EC4N 7AF

Event Manager:

Email: opickles@wisdomtree.com

Phone: 0203 967 4290

Phone: 02074484335

Onsite Contact:

Onsite Contact Phone:

SCHEDULE OF EVENTS

Date	Time	Event Type	Areas	Setup Type	Guests	Total F&B Min (Booking)
2/3/2023	7:00 – 14:00	Meeting	Magistrates' Ballroom, Magistrates' Bar, Fielding Room, and De Veil Room	Theatre	65	£14,000.00

DETAILED TIMINGS

07:00 - 08:20 [Magistrates' Ballroom & Bar] Setup
07:00 [Magistrates' Ballroom & Bar] Host Arrival
08:20 - 14:00 [Magistrates' Ballroom] General Session Meeting
07:00 - 08:00 [De Veil Room] Crew Meal Breakfast
08:20 - 09:00 [Magistrates' Bar] Guest Arrival Break
10:15 - 10:20 Move through to Breakout Rooms
11:00 - 11:20 [Magistrates' Bar] Mid-morning Break
12:45 - 14:00 [Magistrates' Bar] Lunch
14:00 End

ROOM SETUP

Date	Room	Event Type	Time
Thu, 2/3/2023	Magistrates' Ballroom, Magistrates' Bar, Fielding Room, and De Veil Room	Meeting	7:00-14:00

[Magistrates' Ballroom | 09:00 - 12:45 | Meeting]

SETUP:

-Theatre

-Still/sparkling water & glasses

AUDIO VISUAL:

-Provided by Client

To be set on stage

ENTRANCE:

Events entrance

[Magistrates' Bar | 07:00 - 14:00 | Catering]

SETUP:

-Poseur tables

-Soft furnishing around the room

-Catering to be set on bar with tent cards

[Vestibule | 09:00 - 14:00 | Welcome Area]

SETUP:

-Welcome desk for badges

[Fielding Room | 09:00 - 14:00 | Breakout Room]

SETUP:

-1 x Boardroom (20 guests)

-Still/Sparkling Water & glasses

-Pads & pens

-Mints

AUDIO VISUAL:

-In-house screen

[De Veil Room | 09:00 - 14:00 | Back Office & Storage]

SETUP:

-2 x 5ft Trestle tables

-8 chairs (for Crew)

FOOD

Thu, 2/3/2023	Magistrates' Ballroom, Magistrates' Bar, Fielding Room, and De Veil Room	Meeting	7:00-14:00
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Qty		Price	Total
8	Crew Catering Breakfast Serve Time: 07:00 - 07:30 Mini bacon & scrambled egg breakfast burritos Smashed avocado, radish, sunflower seeds on grilled sourdough (v) Filter tea/coffee Sparkling/still water <i>*Served in De Veil Room*</i>	£15.00	£120.00
65	The Cafe Breakfast Menu Serve time: 08:20 - 09:00 Selection of homemade pastries Chia seed pudding with fresh berries & granola	£30.00	£1,950.00

Seasonal sliced fruit
 Freshly squeezed juices
 Filter tea/coffee

65 Sparkling/still water included

Mid-morning Break £15.00 £975.00
Serve time: 11:00 - 11:20

Dark chocolate chip cookie (v)
 Blueberry muffins

8 **Crew Catering Lunch** £20.00 £160.00
Serve Time: TBC

Grilled chicken BLT Wrap with avocado
 Grilled Mediterranean vegetables with olive oil on focaccia (v)

Filter tea/coffee
 Sparkling/still water
 Soft drinks

65 **Served in De Veil Room**

Lunch £75.00 £4,875.00
Serve Time: 12:45 - 14:00

Set on Mag Bar as buffet style

Cauliflower salad with grapes, cheddar & parsley
 Black rice salad, charred broccoli, lemon & shallots
 Bulgar, smoked carrots, mint & almonds

Wild mushroom tacos with habanero & roasted garlic
 Baja-styled prawn tacos with pickled cabbage & morita mayo
 Dry-Aged Beef Burger with cheddar & red onion (Canape style)
 The NoMad hot dog, bacon wrapped with black truffle & celery (Canape style)

Chocolate cheesecake with lemon butterscotch sauce
 Exotic fruit pavlova

1 **DIETARIES**

TBC

BEVERAGE

Thu, 2/3/2023	Magistrates' Ballroom, Magistrates' Bar, Fielding Room, and De Veil Room	Meeting	7:00-14:00
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Qty Price Total

73 **All day beverages** £5.00 £365.00
Serve Time: 07:00 - 12:45

Filter Coffee / Tea
 Fresh Juices
 Soft Drinks

Still/Sparkling Water

65 **Lunch Beverages**
Serve Time: 12:45 - 14:00

White Wine: Lugarara Gavi di Gavi - La Giustiniana, Piedmont 2021 @ £55 per bottle

Red Wine: Dolcetto d'Alba - Massolino, Piedmont 2021 @ £55 per bottle

Beer: Budvar, Czech Pilsner @ £7 per serving

to be charged on consumption

Filter Coffee / Tea

Fresh Juices

Soft Drinks

Still/Sparkling Water

BILLING NOTES

Thu, 2/3/2023

Magistrates' Ballroom,
Magistrates' Bar, Fielding
Room, and De Veil Room

Meeting

7:00-14:00

All charges to PM account #:
Signing privileges: Olivia Pickles
Minimum food & beverage spend: £14,000

SUMMARY OF CHARGES:

Pre-ordered:

- 8 x Breakfast Crew Catering @ £15 = £120
- 65 x Cafe Breakfast Menu @ £30 = £1,950
- 65 x Mid morning break @ £15 = £975
- 8 x Crew Meal Lunch @ £20 = £160
- 65 x Special Lunch Menu @ £75 = £4,875
- 73 x All day beverages @ £5 = £365

On consumption:

- White wine @ £55per bottle
- Red wine @ £55per bottle
- Beer @ £7 per serving
- Water @ £3 per person
- Soft drinks @ £5 per serving

Total pre-order: £8,445

Remaining to meet min. spend: £5,555

Upper spend limit: Not advised

EXTRA CHARGES:

Not included in min. spend

-14.5% discretionary service charge

Client Signature

Bryan Governey
General Counsel, Europe, WisdomTree