Day Delegate Rates
EAST WINTERGARDEN
Meeting & Events at East Wintergarden

Set in the heart of Canary Wharf is the spectacular East Wintergarden: a modern, stylish venue designed by the internationally-renowned architect Cesar Pelli. This architecturally-striking 27m-high domed glass space is nestled among the iconic towers of Canary Wharf and enjoys panoramic views of the surrounding skyline.

Flexible and uniquely designed to host conferences, meetings and away days, this hidden gem has become a firm favourite for those looking for something different and inspiring.

Access to and from the venue cannot be simpler. It is easily accessible from the tube (Jubilee Line - Canary Wharf) and Docklands Light Railway (Canary Wharf & Heron Quays) and is located less than 100m from the nearest bus stop. There are also a number of underground car parks at Canary Wharf which are all within walking distance of the East Wintergarden. Coaches may be parked with prior arrangement at street level for picking up and dropping off at the venue.

The experienced team of events managers, co-ordinators and technicians will work closely with you to develop your own bespoke and memorable event, leaving you to relax and enjoy the proceedings.

Please contact
T: 020 7418 2205
E: eastwintergarden@canarywharf.com
W: canarywharf.com/east-wintergarden

<table>
<thead>
<tr>
<th>CAPACITIES</th>
<th>STANDING RECEPTION</th>
<th>THEATRE STYLE</th>
<th>CABARET</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN HALL</td>
<td>1000</td>
<td>600</td>
<td>300</td>
</tr>
<tr>
<td>GALLERY</td>
<td>250</td>
<td>120</td>
<td>80</td>
</tr>
<tr>
<td>PROMENADE ROOM</td>
<td>N/A</td>
<td>40</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DIMENSIONS</th>
<th>WIDTH</th>
<th>LENGTH</th>
<th>HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN HALL</td>
<td>22M</td>
<td>31M</td>
<td>27M</td>
</tr>
<tr>
<td>GALLERY</td>
<td>22M</td>
<td>12M</td>
<td>23M</td>
</tr>
<tr>
<td>PROMENADE ROOM</td>
<td>8.5M</td>
<td>8.5M</td>
<td>2.9M</td>
</tr>
</tbody>
</table>
Meeting & Events at East Wintergarden

### NUMBER OF GUESTS

<table>
<thead>
<tr>
<th></th>
<th>150+</th>
<th>200+</th>
<th>300+</th>
<th>400+</th>
<th>500+</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPTION 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SANDWICH LUNCH</td>
<td>£106</td>
<td>£91</td>
<td>£73</td>
<td>£65</td>
<td>£61</td>
</tr>
<tr>
<td><strong>OPTION 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINGER BUFFET LUNCH</td>
<td>£119</td>
<td>£102</td>
<td>£83</td>
<td>£74</td>
<td>£69</td>
</tr>
<tr>
<td><strong>OPTION 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOT 2 COURSE LUNCH</td>
<td>£126</td>
<td>£109</td>
<td>£89</td>
<td>£80</td>
<td>£76</td>
</tr>
</tbody>
</table>

The following is included in the above quoted day delegate rates:

- Exclusive use of the East Wintergarden Main Hall, Gallery level and Promenade Room from 0800-1700 hours
- Provided by our catering partner Create Food: your choice of Sandwich Lunch, Finger Buffet or Hot Two Course Lunch
- Technical equipment including, Sound, Lighting, Screen/AV, Technical Crewing, Stage Platform and Lectern
- Your choice of standard furniture to include conference or banqueting style
- Event Stewards, Door Supervisor, Cleaning Janitors and a Duty Manager for the duration of the event
- Cleaning before and after the event
- Cloakroom equipment; staff can be provided at an additional charge

*All rates are based on a per person charge, exclusive of VAT and minimum booking of 150 guests*
Menu Packages

Sandwich Lunch Catering DDR Package
- Tea infusions, fair trade coffee & Mini Pastries on Arrival
- Mid-morning tea infusions, fair trade coffee & biscuits
- Sandwich Buffet Lunch - Selection of three sandwiches, crisps & fruit platters
- Mid-afternoon tea infusions, fair trade coffee & homemade chocolate brownies

Finger Buffet Lunch Catering DDR Package
- Tea infusions, fair trade coffee and Mini pastries on arrival
- Mid-morning tea infusions, fair trade coffee & biscuits
- Hot Finger Buffet Lunch (6 Items per person)
- Mid-afternoon tea infusions, fair trade coffee & homemade chocolate brownies

Hot Two Course Lunch Catering DDR Package
- Tea infusions, fair trade coffee & Mini pastries on arrival
- Mid-morning tea infusions, fair trade coffee & biscuits
- Hot Two Course Fork Buffet Lunch (x1 Main dish, x1 Side dish & x1 Dessert dish)
- Mid-afternoon tea infusions, fair trade coffee & homemade chocolate brownies

Upgrades
- Continental Breakfast Buffet from £17 +VAT per person
- Bacon Baps from £5.20 +VAT per person
- Cans of soft drinks (coke, sprite, fanta) £2 +VAT per person
- Earl Grey Iced Tea £5.95 +VAT per pitcher
- Traditional Cloudy Lemonade £6.95 +VAT per pitcher
- Tropical Fruit Platters from £6.95 +VAT per person
- Cheese Board (serves 10) £4.95 +VAT per person
- Grazing Nibbles, olives, nuts, cheese straws £4.50 +VAT per person
East Wintergarden Technical Support

Sound
A stereo Mayer sound system is suspended from trussing in the venue and additional (delayed) Mayer loudspeakers both under and on the Gallery, ensure excellent coverage. In addition, the venue has been treated with a German sound reduction product ‘Microsorber’ specially designed to reduce reverberation and glazing, giving the perfect sound for both speeches and musicians.

Screen
The purpose built permanent 4mx3m LED screen (3.9mm pixel pitch) is perfect for daytime events. It is suspended to the south of the venue and can accommodate both PowerPoints and videos.

Lighting
We are able to provide a wide variety of lighting effects with a comprehensive trussing system, 30 moving lights, four ‘Par’ bars and remotely controlled table pin-spot lights. Ledge up-lighting is also available to colour the ceiling of the venue in corporate colours.

Staging
We have a modular staging system of 24 pieces, each 1mx1mx330mm, which can be configured to any set up required.

Electrical power
With a total of seven independent 63amp three phase, we have plenty of power, there are also 13amp wall and under floor sockets.

Technical crewing
To help ensure your event runs smoothly, we have a full-time ‘house’ technician and a wide pool of multi-skilled and specialist regular freelancers. We ensure that time is allocated for set-up and testing, our experts are on hand to help with any technicalities throughout your event.

Production companies
Production Companies are most welcome at the East Wintergarden. We enjoy working collaboratively to ensure that we deliver your event to the best of our ability. By utilising our equipment and combined efforts.

Wifi
With a 100meg (non-contended) Internet ‘pipe’, the East Wintergarden has a fast internet connection to service up to 1000 delegates.

Production companies
Production Companies are most welcome at the East Wintergarden. We enjoy working collaboratively to ensure that we deliver your event to the best of our ability. By utilising our equipment and combined efforts.