



**MEMBERS AND THEIR GUESTS ARE INVITED TO  
THE SCL ANNUAL LONDON LUNCH**

**Speaker: Cathy Newman**

(Journalist and presenter of Channel 4 News)

**GROSVENOR HOUSE  
A JW MARRIOTT HOTEL  
PARK LANE  
LONDON  
W1K 7TN**

**ON FRIDAY 15 FEBRUARY 2019**

**12.00 NOON FOR 1PM**

Cost: £82.50 + £16.50 VAT = £99 per person, excluding wine

**Please note: we have now reached our maximum capacity in the Great Room and bookings will now be placed on the Great Room balcony overlooking the entire proceedings.** All places will be allocated on a first paid, first served basis. Bookings can only be made by paid-up SCL members. Each table will seat 10 people. Block bookings by firms will be limited to 3 tables each. Tickets/Receipts/Place Cards will not be issued.

Those attending may place orders for pre lunch drinks/table wine directly with the Grosvenor. Hosted Bars are limited and will be allocated on a first paid first served basis. Please see the attached information sheet. Orders should be emailed to **magdalena.michalczuk@marriotthotels.com** no later than 7 days before the event. The Rink Bar will be open for those who do not wish to book the pre drinks package.

To: The Society of Construction Law at 114 Pettits Lane, Romford, Essex RM1 4EJ

I wish to attend the **SCL Annual London Lunch** on **15 February 2019**, together with \_\_\_\_\_ guest(s)

Member's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Guest name(s)/Company: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

The Society of Construction Law aims to ensure that people have equal access to our events. If you need alternative formats or other reasonable adjustments, please contact one of the SCL Administrators Jill Ward [admin@scl.org.uk](mailto:admin@scl.org.uk) or Frances Whitehead [frances.whitehead@scl.org.uk](mailto:frances.whitehead@scl.org.uk) with your request so that arrangements, where possible, can be made. Please note that any arrangements will have to depend on the nature of the venue and what can be done.

SCL are in the process of implementing procedures and policies to ensure GDPR compliance. All members and their guests attending this lunch will be providing us with personal data. We will be using this data for our records and these will be archived after the event but will remain in our files as part of the history of the Society. We will be distributing a booklet at the event which includes a list of all of those attending along with the name of their employer. This will be available for all of those attending the lunch to take with them. The data will also be passed onto the venue along with dietary and seating requirements. When submitting your booking you will be required to indicate your approval to this. You will also be required to obtain documentary approval from your guests of their acceptance of the above use of their data. If you or your guests do not wish for their names to be listed in the booklet, please let us know no later than three weeks before the event. **Kindly tick this box if you approve the above so we can process the application**

A list of those attending will be printed in an attendance booklet; we must therefore have full names, company names and any dietary requirements by **Monday 4<sup>th</sup> February 2019**.

Cheque enclosed \_\_\_\_\_ place(s) @ £99 = £ \_\_\_\_\_  
(Please make cheques payable to: **The Society of Construction Law**)

**<https://www.scl.org.uk/participate/events/annual-lunch-2019>**

Enquiries to Frances Whitehead on 07715 332083 or [frances.whitehead@scl.org.uk](mailto:frances.whitehead@scl.org.uk)



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A JW MARRIOTT HOTEL  
LONDON

## SCL Lunch Hosted Bar Information Form

Dear Host,

A Hosted Bar consists of a table, a bartender, complimentary dry snacks and the pre-selected beverages of your choice. Hosted Bars are available for both Pre-Lunch and Pre-Dinner receptions.

Prominent signage will direct your guests once they reach the function room to the location of your Hosted Bar, which will be indicated by your Company logo.

**Standard Hosted Bar** consists of a clothed table with A4 laminated signage, a server, selection of dry snacks and beverages charged as consumed

Hosted Bar Hire is **£75.00** for up to 24 guests and **£150.00** for over 24 covers.

### **BEVERAGE SELECTION**

(Drinks are not included in hire charge)



You may choose the selection of beverages available on your Hosted Bar from the options below. All consumed items will be charged and added to your final Hosted Bar bill in addition to the charge for the type of bar chosen outlined above.

1. **Mixed Hosted Bar** – selection of spirits (vodka, gin and whiskey), house beer, white and red wine, Champagne and assorted mixers (upgraded to premium brands for Deluxe Bar)
2. **Champagne Hosted Bar** – Taittinger Brut Champagne, OJ and water (Bollinger Champagne for Deluxe Bar)

Please note that all Spirits are charged by 50ml measure, all other beverages per opened bottle. The amount of beverages pre-set on the Hosted Bar is indicated by the anticipated number of guests unless otherwise instructed. All prices include VAT at the current rate.

### **ENHANCEMENTS AVAILABLE**



- Trays of Canapés £65.00 each (2 plates of approx. 15 pieces)
- Vegetable Platters with Crudités £3.50 per person
- Flower arrangements for your table £60.00 each



**Bookings and location requests are on a first come first served basis and spaces are limited.**

To make your reservation please contact the Private Hospitality Manager on [magdalena.michalczuk@marriotthotels.com](mailto:magdalena.michalczuk@marriotthotels.com) no later than 7 days before the event.



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LONDON

**HOSTED BAR BOOKING FORM**

**EVENT: THE SCL ANNUAL LUNCH**

**DATE: 15<sup>th</sup> February 2019**

**From:** Private Hospitality Department  
**Return fax:** 020 7399 8129 / 0207 399 8306  
**Telephone:** 020 7399 8449  
**Email:** Magdalena.michalczuk@marriott-hotels.com

**Company name** as it should appear on our signage: Please fill in all Fields

Enhance your signage and provide your company logo in Word, Powerpoint or Jpeg format

Company Address:

**Type of Bar:**

Standard:  Deluxe:

**Beverage Selection:**

Champagne:  Mixed:

Email Address:

(Please tick all that apply)

Telephone:

**Enhancements:**

Fax:

Flowers: YES / NO

Contact Name:

Flower colour preference: \_\_\_\_\_

Host Name:

Canapés: Yes  No

Number of Attendees:

Crudités: Yes  No

Date:

Please call the Private Hospitality Department on 0207 399 8449 should you wish to discuss other hospitality options

Host / Contact Signature:

**Reason for Booking a Hosted Bar:**

- Meeting Point:
- Entertain Clients:
- Rewarding Employees:
- Networking:
- Advertising:
- Other: \_\_\_\_\_

**Payment Details:**

Please complete a Credit Card Authorisation Form enclosed

## Third Party Credit Card Authorization Form

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. **I understand that the hotel is not required to accept this form and the cardholder should check with the hotel if the form has been accepted.** Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission.

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

**Please fax the completed form to Private Hospitality at Grosvenor House, JW Marriott Hotel to 0207 399 8306 or 0207 399 8129.**

### **EVENT INFORMATION - Required**

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Main Event Room: \_\_\_\_\_

### **CARDHOLDER INFORMATION – Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type:     Visa             MC             Amex             Diners/CB             Discover             JCB

Account Type:     Individual -  Debit /  Credit             Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

### **APPROVED CHARGES - Required**

All Charges             Pre-ordered Beverages only             Hosted bar (Hire and beverages)

Other \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Grosvenor House, A JW Marriott Hotel to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed £\_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above. I understand that my personal information submitted on this form will be processed, used, and transferred by the Marriott Group for the purposes of the contractual relationship, including transfer of the information to the United States or to countries that may have data protection rules different from the country in which I reside. For more information, please see our Global Privacy Statement ([www.marriott.com/about/privacy](http://www.marriott.com/about/privacy)).

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please do not send a photocopy of the front or back of your credit card.**

Marriott Confidential and Proprietary Information