

The Magic Circle Headquarters



Venue Hire Information



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Room Capacities



	Theatre	Boardroom	Reception	Formal Dining
Theatre	162 <i>Stalls 126 Balcony 36</i>	-	-	-
Devant Room	80	30	100	80
Club Room	50	25	65	50
Devant & Club Room	-	-	165	130
Museum	-	15	35	-



Venue Hire Rates



	Half Day	Day Hire	Sundays & Bank Holidays
	09.00-13.00	09.00-17.00	09.00-17.00
	13.00-17.00	14.30-22.30	14.30-22.30
	18.30-22.30		
Exclusive Venue Hire To Include The Magic Circle Theatre	£2100	£2600	£3350
Exclusive Venue Hire Excluding The Magic Circle Theatre	£1750	£2250	£3000

- A technician must be engaged for all hiring's of The Magic Circle Theatre. A minimum charge of £150 applies for a technician for the first two hours. Each subsequent hour is charged at £50.
- An Early Access Fee of £300 applies to all bookings requiring access outside the published times.
- A late extension fee of £600 per hour applies, up to a maximum of 00.30
- All rates are quoted exclusive of VAT, which will be applied at the current rate.
- All bookings are subject to the Venue Hire Terms and Conditions.
- The Magic Circle reserves the right to alter the published rates at any time.



Day Delegate Packages



Package 1

Package 2

(excluding The Magic Circle Theatre Hire)



- Exclusive venue hire from 09.00 – 17.00 (to include the Magic Circle Theatre, The Devant Room, The Club Room and The Museum)
- Technician from 09.00 – 17.00*
- Dedicated Venue Event Manager
- Data Projector, screen, microphones, lectern in The Magic Circle Theatre
- Wi-fi throughout the venue
- Arrival Tea & Coffee
- Mid morning Tea & Coffee
- Finger buffet lunch with soft drinks
- Afternoon Tea & Coffee

- Exclusive venue hire from 09.00 – 17.00 (to include The Devant Room, The Club Room and The Museum)
- Dedicated Venue Event Manager
- Wi-fi throughout the venue
- Arrival Tea & Coffee
- Mid morning Tea & Coffee
- Finger buffet lunch with soft drinks
- Afternoon Tea & Coffee



£48.75 pp plus VAT (Minimum numbers of 100)

£56.50 pp plus VAT (Minimum numbers of 80)

£68.50 pp plus VAT (Minimum numbers of 60)

£47.50 pp plus VAT (Minimum numbers of 80)

£56.75 pp plus VAT (Minimum numbers of 60)

£65.00 pp plus VAT (Minimum numbers of 50)

*If you require a technician outside of the stated hours an additional charge of £50 per hour plus VAT will apply.
• Access to venue under both packages is from 08.30 – 17.30 (subject to availability)

• For Packages 1 and 2 all catering is provided by Squires, and is based on Finger Buffet 1, it is possible to upgrade the lunch menu – ask a member of our team for further options and costs.

0800 681 6096 | events@themagiccircle.co.uk | www.themagiccirclevue.co.uk



Breakfast Meeting Packages



Breakfast Package 1

Breakfast Package 2

(excluding The Magic Circle Theatre Hire)



- Venue hire from 08.00 – 10.00 (to include the Magic Circle Theatre, The Devant Room, The Club Room and The Museum)
- Data Projector, Screen, Microphones, Lectern in The Magic Circle Theatre
- Theatre technician (From 07.30 – 09.30)*
- Dedicated Venue Event Manager
- Wi-fi throughout the venue
- A selection of Danish Pastries
- Croissants with Butter and Jam
- Fresh Seasonal Fruit
- Tea, Coffee & Fresh Orange Juice
- Dedicated Service Staff

- Venue hire from 08.00 – 10.00 (to include The Devant Room, The Club Room and The Museum)
- Dedicated Venue Event Manager
- Wi-fi throughout the venue
- A selection of Danish Pastries
- Croissants with Butter and Jam
- Fresh Seasonal Fruit
- Tea, Coffee & Fresh Orange Juice
- Dedicated Service Staff



£36.00 pp plus VAT (Minimum numbers of 80)
£42.50 pp plus VAT (Minimum numbers of 60)
£55.50 pp plus VAT (Minimum numbers of 40)

£30.00 pp plus VAT (Minimum numbers of 80)
£35.00 pp plus VAT (Minimum numbers of 60)
£43.60 pp plus VAT (Minimum numbers of 40)

*If you require a technician outside of the stated hours an additional charge of £50 per hour plus VAT will apply.
 • Access to venue under both packages is from 07.30 – 10.30am (subject to availability)

• For Packages 1, 2, 3 & 4 all catering is provided by Squires,, it is possible to upgrade the breakfast menu – ask a member of our team for further options and costs.



Breakfast Meeting Packages



Breakfast Package 3

Breakfast Package 4

(excluding The Magic Circle Theatre Hire)



- Venue hire from 08.00 – 10.00 (to include the Magic Circle Theatre, The Devant Room, The Club Room and The Museum)
- Data Projector, Screen, Microphones, Lectern in The Magic Circle Theatre
- Theatre technician (From 07.30 – 09.30)*
- Dedicated Venue Event Manager
- Wi-fi throughout the venue
- Porridge with Blueberries
- Selection of Cereals
- Bacon/Sausage/Egg Rolls
- A selection of Danish Pastries
- Croissants with Butter and Jam
- Fresh Seasonal Fruit
- Tea, Coffee & Fresh Orange Juice
- Dedicated Service Staff

- Venue hire from 08.00 – 10.00 (to include The Magic Circle Theatre, The Devant Room, The Club Room and The Museum)
- Dedicated Venue Event Manager
- Wi-fi throughout the venue
- Porridge with Blueberries
- Selection of Cereals
- Bacon/Sausage/Egg Rolls
- A selection of Danish Pastries
- Croissants with Butter and Jam
- Fresh Seasonal Fruit
- Tea, Coffee & Fresh Orange Juice
- Dedicated Service Staff



£40.00 pp plus VAT (Minimum numbers of 80)

£46.00 pp plus VAT (Minimum numbers of 60)

£65.00 pp plus VAT (Minimum numbers of 40)

*If you require a technician outside of the stated hours an additional charge of £50 per hour plus VAT will apply.

•Access to venue under both packages is from 07.30 – 10.30am (subject to availability)

£35.00 pp plus VAT (Minimum numbers of 80)

£38.50 pp plus VAT (Minimum numbers of 60)

£52.50 pp plus VAT (Minimum numbers of 40)

•For Packages 1, 2, 3 & 4 all catering is provided by Squires,, it is possible to upgrade the breakfast menu – ask a member of our team for further options and costs.

Approved Suppliers



Caterers

Squires Catering
Tel: 020 7359 8741
Email: simsqu@squirescatering.co.uk
www.squirescatering.co.uk

Squires Catering enjoys an enviable reputation for innovative, beautifully presented, and above all delicious, food. Their extensive experience as caterers for corporate clients means you can relax and leave it all to their professional team - conferences, seminars, receptions and lunches.



Seasoned Events
Tel: 020 7236 2149
Email: Enquiries@seasonedevents.co.uk
www.seasonedevents.co.uk

Seasoned Events are award-winning food and events experts and provide event catering at some of London's most iconic venues. We provide fabulous food and drink whatever the occasion and would be delighted to arrange your wedding, private party, conference or dinner at The Magic Circle Venue. Isn't it time we worked together?



Create
Tel: 020 8944 4900
Email: Rhi.Williams@createfood.co.uk
www.createfood.co.uk

Reputation, experience, creativity and security. What create offers is imagination and a bespoke 'can do' attitude. Delicious food, efficiently served in London's most distinctive venues, with the added value that only an expertly staffed and well resourced company with over 20 years of experience can provide.

Approved Suppliers



Caterers

Absolute Taste
Tel: 020 8870 5151
Email: kate.hitchins@absolutetaste.com
www.absolutetaste.com

Since its very beginning Absolute Taste has been providing fabulous food for events clients. Absolute Taste was formed in 1997 by Ron Dennis and Lyndy Redding. Since, we have grown from providing the hospitality for the Vodafone McLaren Mercedes F1 team to being one of the leading events companies and party planners.

As a result of our continued success, and exposure, we now operate a number of companies. We find that this allows us to bring innovation and inspiration to all areas of our business.

Managing Director, Lyndy Redding, remains at the heart of Absolute Taste's success. Passionate and dedicated to food, service and her fabulous staff, Lyndy has built an organisation that still retains its core values. This along with the backing of the hugely successful brand, McLaren Group, always guarantees a level of quality synonymous with the company's unbeatable standard of service.



Blue Strawberry
Tel: 020 7733 3151
Email: enquiries@bluestrawberry.co.uk
www.bluestrawberry.co.uk

Dedicated to serving "seriously good" food, as well as organising elegant and themed events, the Blue Strawberry team provides clients with some of the best food and service available and pride themselves on surpassing clients' expectations. "Getting it right on the night is key – there are no dress rehearsals. Our experienced team of professionals provide peace of mind as well as an outstanding level of service."



Approved Suppliers



Caterers

Bovingdons

Tel: 0208 874 8032

Email: benita@bovingdons.co.uk

www.bovingdons.co.uk

A well orchestrated event is a delicate balance. Careful and consistent detailing is our forte. We enjoy what we do best. We take pride in our clients' satisfaction. We bask in your reflected glory and revel in a job well done. Be it a boardroom dinner or a stunning gala event: we know this is your chance to make an impression. Slick and seamless professionalism has rewarded us with a loyal client base, allowing us to build on and improve your reputation and ours, each and every time. We can use our knowledge and experience to be creative with your branding, incorporating elements of your business practise and values, subtly into your event. Through our combined professionalism we can ensure that your event communicates the right message.



Approved Suppliers



Entertainment

Magicians

Please contact the events team with your requirements and we will happily make suggestions for magical entertainment.



Florist

Ivy and Roses
Tel: 07876 686710 / 0207 387 5560
Email: ivyandroses@btinternet.com
www.ivyandroses.co.uk

Ivy and Roses create beautiful flower arrangements. Whether you'd like wedding flowers, party flowers or flowers for a celebration we are happy to work to your specific brief, or to your outline ideas, and if you have no idea what you need as wedding flowers we can help with themes, suggestions and plans.



Photographer

Chris Christodoulou
Tel: 01727 861 394 / 07976 157 455
Email: chrs@photchris.co.uk
www.photchris.co.uk

Live Event, wedding & portrait photographer

Musicians

Vilensky Event Music
Tel: 07770 998601
Email: vilensky@vilenskyeventmusic.co.uk
www.vilenskyeventmusic.co.uk

Vilensky Event Music has over five years of experience providing exceptional live music at weddings, corporate and other special events in London, the Home Counties and further afield.

We provide a variety of ensembles including String Quartet, String Trio and Duo and Solo Harp. Our musicians are professional, reliable and impeccably presented and have performed across the UK and at some of the best venues that London has to offer including the Savile Club, 116 Pall Mall and the Ritz.



Insurance



Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. You may therefore wish to consider buying insurance cover.

Under the Booking Contract, you agree to insure against liabilities in respect of damage to rooms, furnishings, exhibits and equipment; bodily injury to third parties; and damage to property belonging to third parties.

In addition, you may be liable for charges should your event be cancelled or postponed. Please be aware that there is insurance cover available which may protect you against this risk, but that it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we wish to draw your attention to insurance offered by Hiscox Underwriting. In so doing, we are not acting as your Agent nor do we accept any responsibility in relation thereto. You are under no obligation to purchase such insurance from Hiscox Underwriting and may therefore choose to seek insurance from other providers.

If however, you choose to contact Hiscox Underwriting directly to discuss insurance, the company's details are:

Hiscox Event Insurance
Hiscox Underwriting Ltd
Hiscox House
Sheepen Place
Middleborough
Colchester
Essex
CO3 3XL
Tel: 0845 213 8448
Email: eventinsurance@hiscox.com
Web: www.hiscox.co.uk/events



Location



The Magic Circle is located at number 12 Stephenson Way, London NW1 2HD



The Magic Circle is less than a minute's walk from Euston Station, three minutes from Euston Square and Warren Street and just 10 minutes from Kings Cross, St. Pancras and Oxford Circus. There is plenty of off street parking nearby and an underground car park at Melton Street.

Nearest Railway Station: **London Euston**
Nearest Tube Stations: **Euston** - Victoria Line, Northern Line
Euston Square - Hammersmith & City Line, Circle Line, Metropolitan Line
Warren Street - Victoria Line, Northern Line