

## MEETINGS AND EVENTS FACILITIES GUIDE

**Our dedicated  
events  
Co-ordinators  
are here to  
help you...**

We offer tailored support at every stage of your event. From your first call, our team will do everything they can to make your meeting or special event successful.

### Easy to book...

To book your next meeting or special event, call our dedicated meeting and banqueting specialists on

**020 3002 2382**

Fax: 020 3002 2350

Email: [events.canarywharf@hilton.com](mailto:events.canarywharf@hilton.com)



### Delegate Meeting Packages

#### Day Delegate Package includes:

- Main meeting room hire
- Choose either a two course buffet lunch in the Cinnamon Restaurant & Bar, a working buffet, Bento box or soup and sandwich lunch served in your meeting room
- Meeting pads and pens
- Sweets and bottled mineral water
- Projector screen
- Flipchart, pad and flipchart pens

#### 24-hour Delegate Package includes:

- Day Delegate Package plus
- Hilton guest bedroom
- The delicious Hilton Breakfast
- Exquisite three course dinner served in the Cinnamon Restaurant & Bar
- Private dining also available

**Call us direct or go online.....  
The perfect meeting is only a call or  
click away.**

## MEETINGS AND EVENTS

Inspiration  
is always  
on the  
menu...



### Take-A-Break

Inc. VAT.

A selection of teas, herbal infusions and fresh filter coffee served with <b>high energy bars</b> ( <i>per serving</i> )	£ 5.50
Inclusive package supplement	£ 1.50
A selection of teas, herbal infusions and fresh filter coffee served with a <b>soft morning roll with grilled bacon</b> ( <i>per serving</i> )	£ 8.00
Inclusive package supplement	£ 4.10
A selection of teas, herbal infusions and fresh filter coffee served with <b>bagel with smoked salmon and cream cheese</b> ( <i>per serving</i> )	£ 9.00
Inclusive package supplement	£ 4.50
A selection of teas, herbal infusions and fresh filter coffee served with <b>danish pastries</b> ( <i>per serving</i> )	£ 6.50
Inclusive package supplement	£ 2.25
<b>Fruit juice</b> - choose from either apple, orange, grapefruit, tomato or carrot ( <i>per 750ml jug</i> )	£15.00
<b>Freshly sliced fruit</b> ( <i>per serving</i> )	£ 5.00
<b>Fruit Break</b> - fruit smoothies with sliced fresh fruit ( <i>per serving</i> )	£ 8.50
Inclusive package supplement	£ 4.60
<b>Totally Coffee Break</b> – coffee brulees, coffee cheesecake, coffee milkshake , chocolate and coffee tart. ( <i>per serving</i> )	£10.90
Inclusive package supplement	£ 7.00
<b>Completely Bananas</b> – banana bread, banana smoothie, Banana and toffee ice-cream, banana trifle ( <i>per serving</i> )	£10.90
Inclusive package supplement	£ 7.00
<b>Pineapple Break</b> – pineapple kebabs with vanilla dip, Pineapple and coconut shake, pineapple and ginger sponge cake, Caramelised pineapple tart. ( <i>per serving</i> )	£11.90
Inclusive package supplement	£ 8.00
<b>Strawberry delight</b> – strawberry tarts, strawberry & banana smoothie, Strawberry millefeuille, strawberry mousse ( <i>per serving</i> )	£12.90
Inclusive package supplement	£ 9.00
<b>Chocolate Heaven</b> – chocolate tart, chocolate & walnut cake, Chocolate milkshakes, chocolate brulees. ( <i>per serving</i> )	£15.00
Inclusive package supplement	£ 9.00

## MEETINGS AND EVENTS

### Time to dine...

#### 2 course buffet lunch served in Cinnamon Restaurant

Inc VAT.

£ 23.95 (per person)

*(sample menu only)*

#### Main Courses

Pan fried grey mullet and endive with tomatoes and nut brown butter.

Roast rump of welsh salt marsh lamb, oven braised potato, red wine and tarragon jus

Vegetable risotto with peas, Haricot vert, courgette and fresh herbs

Breast of corn fed chicken with baby leeks and onions, soubise sauce

(all main courses are served with fresh vegetables and potatoes)

#### Dessert

Chocolate cheesecake, rum flavoured sauce anglaise

Lemon tart

Sticky orange cake with caramelised oranges

Vale of Evesham strawberries with Cornish clotted cream

#### Coffee

Freshly brewed filter coffee



## MEETINGS AND EVENTS

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### **Buffet Menu 1 - Mondays & Fridays**

Sweet and Sour Ribeye Steak on Sweet Potato and Spring Onion Mash  
Lemon Parsley and Coriander Swordfish on Vegetable and Garlic Cous Cous  
Turkey, Pineapple and Mango Kebab on Stir Fried Vegetables  
Goats Cheese and Mushroom Ravioli on a Tomato, Mushroom and Garlic Sauce  
Roasted Herb Vegetables on Spinach and Parmesan Risotto  
Salad Bowl with Toppings and Dressing  
Fresh Sliced Fruit  
Individual Dessert

### **Buffet Menu 2 - Tuesdays**

Yakatori Chicken Skewers on Egg Fried Rice  
Sweet and Sour Loin of Pork on Stir Fried Vegetables and Pak Choi  
Pesto and Coriander Salmon on a Lemon and Leek Risotto  
Roasted Plum Tomato and Mozzarella on an Orange and Butternut Squash Cous Cous  
Paneer Ginger and Cumin Kebab on Broccoli Chilli and Coriander Noodles  
Salad Bowl with Toppings and Dressing  
Fresh Sliced Fruit  
Individual Dessert

### **Buffet Menu 3 - Wednesdays**

Lamb, Red Onion and Minted Skewers on Crushed Olive Oil Potatoes  
Roasted Chicken Tikka on Rainbow Rice  
Seared Sesame Seeded Tuna on Ginger and Chive Noodles  
Szechwan Glazed Roast Vegetables on Spicy Coconut Rice and Glazed Apple  
Tortellini Ricotta on a Tomato and Basil Sauce  
Salad Bowl with Toppings and Dressing  
Fresh Sliced Fruit  
Individual Dessert

### **Buffet Menu 4 - Thursdays**

Duck Breast and Pepper Hoi Sin Kebab on Broccoli, Red Spring Onions and Noodles  
Sorrento Sausage on a Cabbage Herb Potato and Roast Plum Tomatoes  
Cajun Spiced Lemon Salmon on a Leek, Orange and Garlic Cous Cous  
Pesto Vegetable Skewers on a Spinach and Parmesan Risotto  
Penne Quills with Roast Garlic Wild Mushrooms and Herb Oil  
Salad Bowl with Toppings and Dressing  
Fresh Sliced Fruit  
Individual Dessert

*Served either in or out of your meeting room - ' perfect for a 45 minute lunch'*



## MEETINGS AND EVENTS

Inspiration is  
always  
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menu...

### **Bento Box Menu 1 – Mondays & Fridays**

Smoked Chicken and Waldorf Salad  
Tortilla Wrap with Cream Cheese Avocado and Sunblush Tomatoes  
Mediterranean Fish Terrine  
Mozzarella, Tomato and Red Onion Salad with Basil Dressing  
Individual Dessert of the Day on a Fruit Coulis

### **Bento Box Menu 2 - Tuesdays**

Mixed Leaf Salad, Crispy Pancetta and Croutons  
Tomato Goats Cheese and Basil Tarte  
Seasonal Melon with Fruits  
Flour Tortilla with Smoked Salmon, Black Pepper Dressing and Rocket Leaves  
Individual Dessert of the Day on a Fruit Coulis

### **Bento Box Menu 3 - Wednesdays**

Spicy Chicken Caesar Salad  
Melon Pineapple and Prawn Dill Marie Rose  
Tomato Wrap with Ham and Onion Marmalade  
Ardennes Pate with Wild Mushrooms  
Individual Dessert of the Day on a Fruit Coulis

### **Bento Box Menu 4 - Thursdays**

Seasonal Melon with Parma Ham  
Little Gem Lettuce with Feta Cheese Salad  
Flour Tortilla with Flaked Salmon and Dill  
Crispy Chicken Fillet with Mango Salsa  
Individual Dessert of the Day on a Fruit Coulis



*Served in your meeting room to each delegate - 'a perfect working lunch'*

## MEETINGS AND EVENTS

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### **Soup and Sandwich Menu 1 – Mondays & Fridays**

Carrot and Coriander Soup

Chicken, Bacon Lettuce and Tomato

Tuna Mayonnaise, Red Onion and Cucumber

Sweet Ham and Pickle

Roast Beef and Onion Chutney

Served on a selection of Maize Bread, Herb Focaccia,  
Sundried Tomato Ciabatta and Arctic Bread

Fresh Sliced Fruit

Dessert of the Day

### **Soup and Sandwich Menu 2 - Tuesdays**

Potato and Leek Soup

Chargrilled Chicken, Brie and Cranberry

Flaked Salmon and Chive Mayonnaise

Ham and Tomato Salsa

Chargrilled Vegetables and Cheese

Served on a selection of Maize Bread, Herb Focaccia,  
Sundried Tomato Ciabatta and Arctic Bread

Fresh Sliced Fruit

Dessert of the Day

### **Soup and Sandwich Menu 3 - Wednesdays**

Wild Mushroom and Spring Onion Soup

Prawn and Chive Marie Rose

Cajun Chicken and Coriander Yoghurt

Cheese, Apple and Celery

Sweet Bacon, Lettuce and Tomato

Served on a selection of Maize Bread, Herb Focaccia,  
Sundried Tomato Ciabatta and Arctic Bread

Fresh Sliced Fruit

Dessert of the Day

### **Soup and Sandwich Menu 4 - Thursdays**

Vegetable and Lentil Soup

Black Pepper, Mango and Caesar Chicken

Smoked Salmon and Cream Cheese

Egg Mayonnaise and Spring Onion

Sweet Ham, Cheese and Tomato Chutney

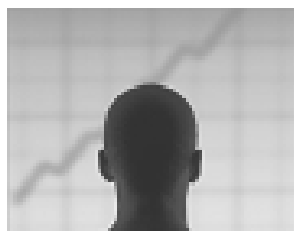
Served on a selection of Maize Bread, Herb Focaccia,  
Sundried Tomato Ciabatta and Arctic Bread

Fresh Sliced Fruit

Dessert of the Day

# MEETINGS AND EVENTS PRICE GUIDE

Promises,  
Promises,  
Promises  
everyone  
delivered...



## Equipment Hire

Inc. VAT

### Overhead Projection

Overhead Projector & Screen	£ 45.00
35mm Slide Projector Kit with Screen	£ 70.00

### Screens

6ft Screen	£ 25.00
8ft tripod screen	£ 29.00
8ft x 6ft Screen drape kit	£ 110.00

### Video and Data Replay

50" Flat screen television	£ 300.00
32" Flat screen television	£ 160.00
VHS Video	£ 45.00
LCD Projector	£ 195.00
DVD and Video combination player	£ 85.00

### Role Play Kit

21" monitor, video player, camcorder, tripod, boundary microphone	£ 120.00
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### Sound reinforcement

Small PA (up to 100 delegates) - 4 speakers, mixer/amplifier and hand held lapel microphone	£ 210.00
Hand held or lapel radio microphone	£ 65.00
Wired microphones	£ 65.00
Bose Wave CD Player	£ 60.00

### Miscellaneous Items

Flipchart & Pens	£ 25.00
Laptop Computer	£ 200.00
Laptop Speakers	£ 20.00
Remote Mouse	£ 20.00
Whiteboard & Pens	£ 20.00
Laser Pointer	£ 25.00
Lectern	£ 50.00
Desktop lectern	£ 50.00
Video conferencing	from £ 450.00
Conference Phone	£ 75.00
4-way mains extension leads	No Charge for 2 - thereafter £10 per additional lead.

All equipment hire prices listed above are inclusive of VAT at 15%

Please contact the conference office should you have any other additional equipment requirements that are not listed above.

## MEETINGS AND EVENTS

**You've heard of  
home from  
home.  
Say hello to  
your office from  
office...**

### BUSINESS CENTRE

**Monday – Friday: 7:00am – 23:00pm**

#### Facilities:

Photocopying Service :	Black & White	£0.20p per sheet
	Colour	£1.00 per sheet
Incoming Fax:		£0.20p from sheet 21
Outgoing Fax:	UK	£2.00 per sheet
	Europe	£3.00 per sheet
	Worldwide	£4.00 per sheet
Secretarial Services:		£8.50 per page
Scanner :		£1.00 per sheet
Transparencies:	Black & White	£0.75p per copy
	Colour	£1.00 per copy
Projector:	Available for rental on request.	

### IBAHN Broadband Connection

#### Meeting Rooms:

- **£15.00 for 24hours – per laptop connection**

#### BT Openzone Wireless Connection:

- **Available in the lobby of the hotel**
  - **£40.00 for 30 days**
  - **£10.00 for 24hours**
  - **£6.00 for 1 hour**

#### Business Centre:

- **£3.00 for 15 minutes**
- **£5.00 for 30 minutes**
- **£8.00 for 60 minutes**
- **£12.00 for 90 minutes**

**Cards are available for purchase at Reception  
Or the Business Centre**

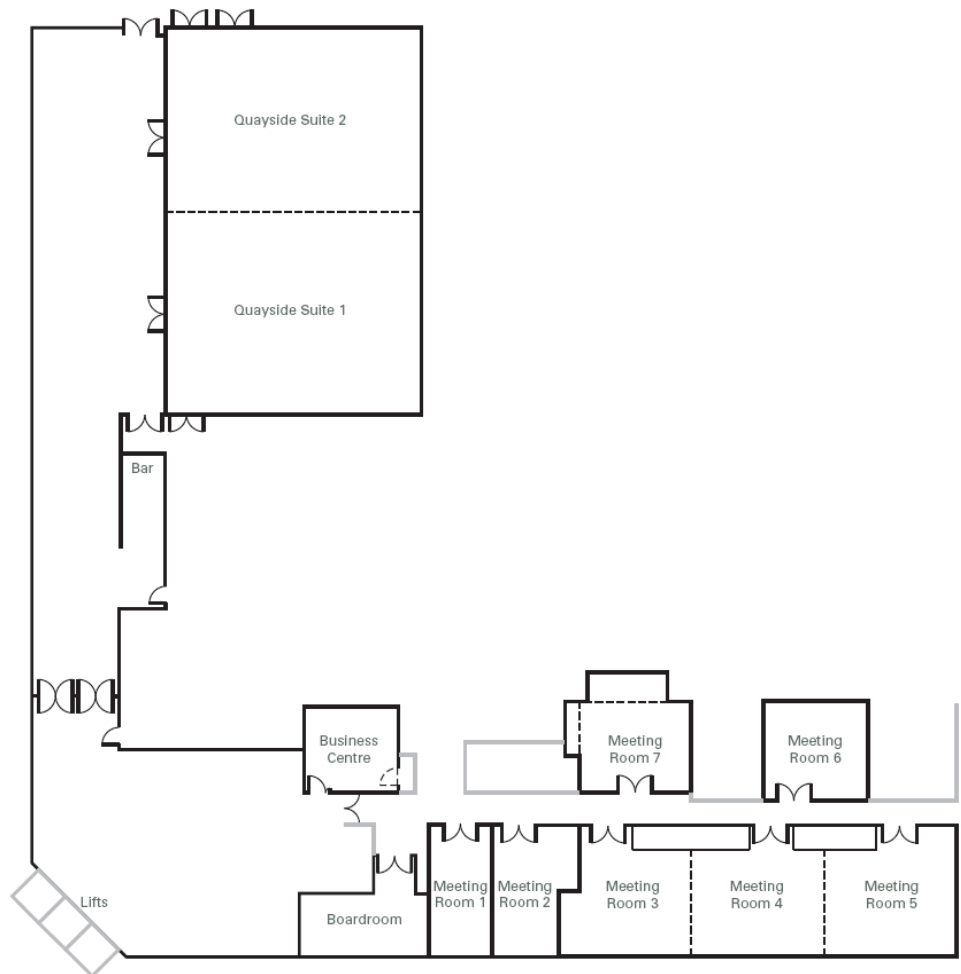


All equipment listed above are inclusive of VAT at 15%



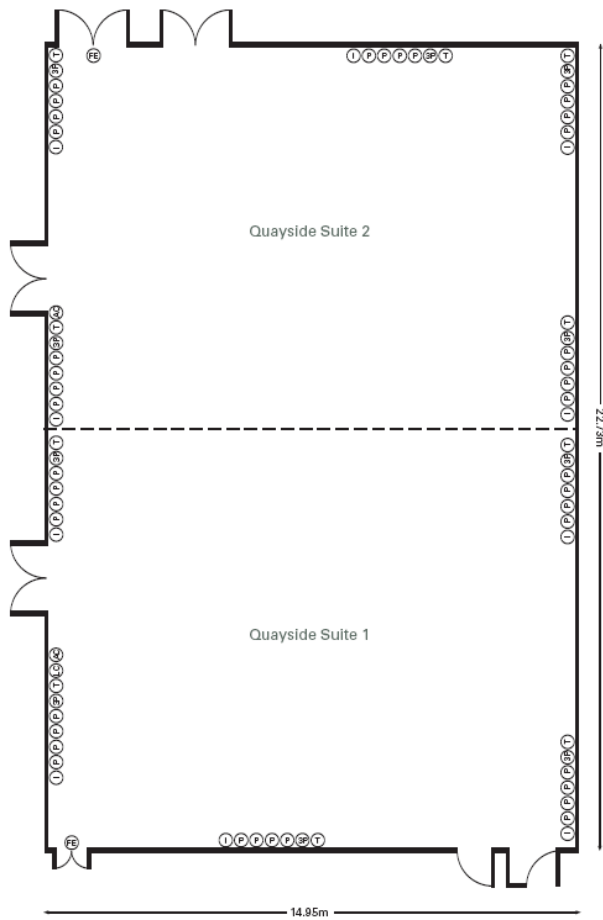
# CONFERENCES, EVENTS AND MEETINGS OVERVIEW

For the best  
rates, visit  
[hilton.co.uk](http://hilton.co.uk)



# CONFERENCES, EVENTS FLOORPLANS

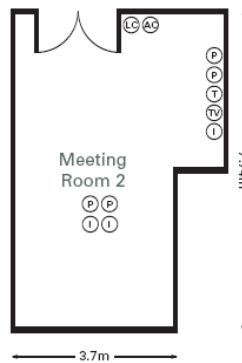
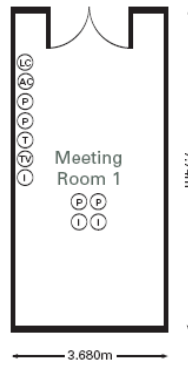
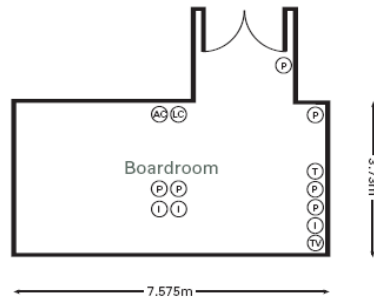
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- POWERPOINT (P)
- FIRE EXIT (FE)
- 3 PHASE POWER (3P)
- LIGHTING CONTROLS (LC)
- INTERNET (I)
- AERIAL POINT (A)
- TELEPHONE (T)
- AIR CONDITIONING (AC)

# MEETING FLOORPLANS

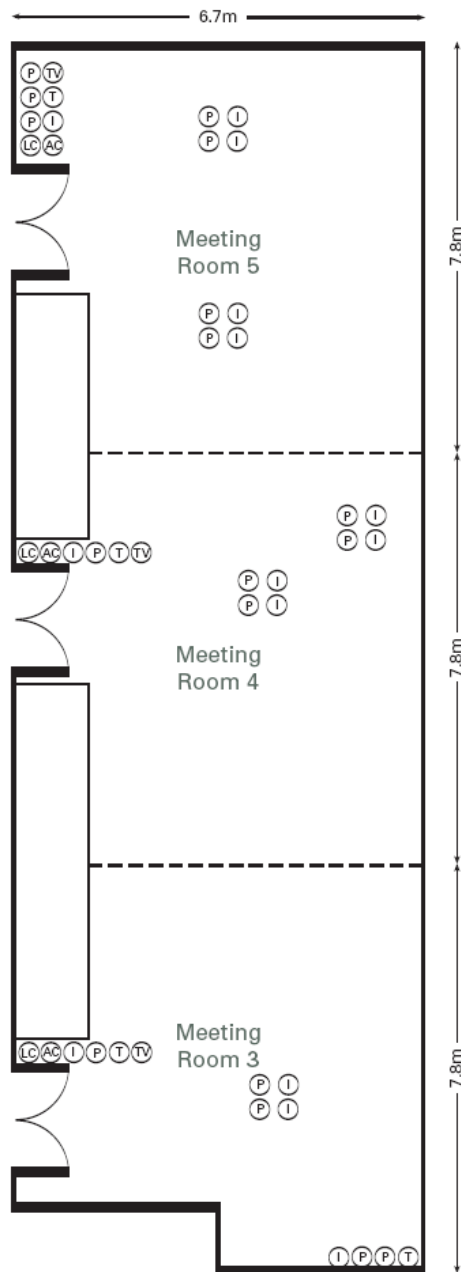
For the best rates, visit [hilton.co.uk](http://hilton.co.uk)



- POWERPOINT (P)    (I) INTERNET
- FIRE EXIT (FE)    (TV) AERIAL POINT
- 3 PHASE POWER (3P)    (T) TELEPHONE
- LIGHTING CONTROLS (LC)    (AC) AIR CONDITIONING

# MEETING FLOORPLANS

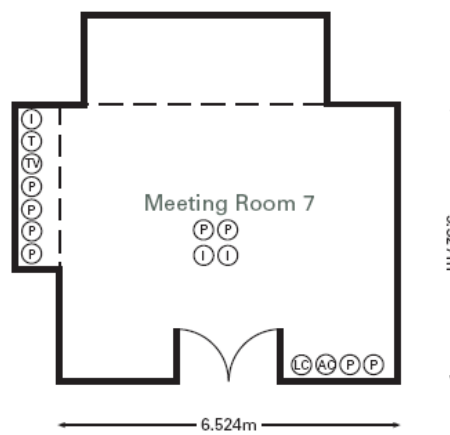
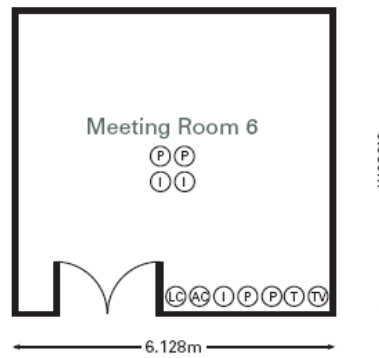
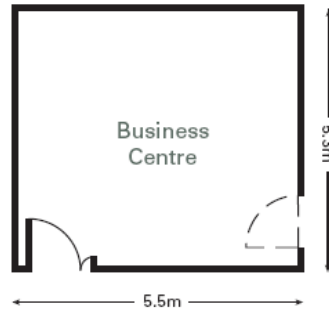
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- POWERPOINT (P)      INTERNET (I)
- FIRE EXIT (E)      AERIAL POINT (TV)
- 3 PHASE POWER (3P)      TELEPHONE (T)
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# MEETING FLOORPLANS

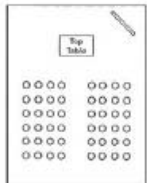
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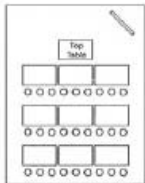
- POWERPOINT (P)      (I) INTERNET
- FIRE EXIT (FE)      (TV) AERIAL POINT
- 3 PHASE POWER (3P)      (T) TELEPHONE
- LIGHTING CONTROLS (LC)      (AC) AIR CONDITIONING

# MEETINGS AND EVENTS FACILITIES

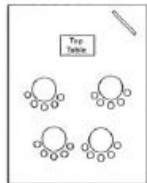
## Suggested Room Layouts



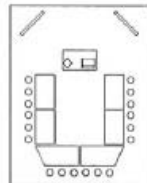
Theatre



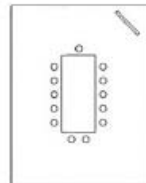
Classroom



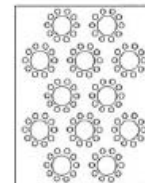
Cabaret



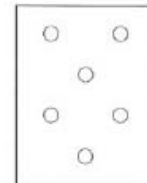
U-shape



Boardroom



Banquet



Reception

## Events Facilities and Hilton Meeting Rooms

	Boardroom	U-shape	Theatre	Classroom	Cabaret	Banquet	Dinner Dance	Reception	Floor	Dimensions (Ceiling Height max)	Air conditioning	Sound System	Blackout	Natural Daylight	Dimmer
Quayside Suite 1	44	48	180	110	84	120	88	180	First	14.9m 11.4m 3.0m (LxWxH)	•	•	•	•	
Quayside Suite 2	44	48	180	110	84	120	88	180	First	14.9m 11.4m 3.0m (LxWxH)	•	•	•	•	
Quayside Suite 1 & 2	66	72	400	220	190	270	220	400	First	22.7m 14.9m 3.0m (LxWxH)	•	•	•	•	
Boardroom	12	-	-	-	-	-	-	-	First	7.6m 3.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 1	14	-	28	16	-	-	-	-	First	7.7m 3.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 2	14	-	28	16	-	-	-	-	First	7.7m 3.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 3	16	18	42	20	21	-	-	-	First	7.8m 6.5m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 4	16	20	46	20	28	-	-	-	First	7.8m 6.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 3 & 4	38	42	72	56	56	64	-	110	First	14.4m 6.5m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 3,4 & 5	60	66	120	77	84	96	-	160	First	22.2m 6.5m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 4 & 5	38	42	72	56	56	64	-	110	First	15.5m 6.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 5	16	20	46	20	28	-	-	-	First	7.8m 6.7m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 6	12	10	24	14	-	-	-	-	First	6.1m 5.8m 2.7m (LxWxH)	•	•	•	•	
Meeting Room 7	14	12	30	18	-	-	-	-	First	6.5m 5.3m 2.7m (LxWxH)	•	•	•	•	

## MEETINGS AND EVENTS

### How to find us...

#### By Train:

The hotel is situated in the centre of Canary Wharf a few minutes walk from Canary Wharf Underground Station which is on the Jubilee line, with it's fast efficient service to London's West End and South Quay Docklands Light Railway Station is directly opposite the hotel.

From Canary Wharf Underground station, turn left and cross Bank St, walk through Jubilee place concourse over the foot bridge, to Admirals Way, turn left following footpath to the right, the hotel is located on the left.

Via South Quay DLR Station , the hotel is directly adjacent to South Quay station and is directly to the right on the corner off Marsh Wall and Admirals Way.

#### By Air:

**Heathrow Airport:** Take the Heathrow Express from the airport into London's Paddington station. Then take the Hammersmith & City or Bakerloo line to Baker Street, change to Jubilee line for Canary Wharf station.

**London City Airport:** Take the Docklands Light Railway from City Airport to South Quay station, the hotel is directly to the right on the corner off Marsh Wall and Admirals Way.

**Gatwick Airport:** Take the Gatwick Express to London Victoria, then take the Victoria Line to Green Park and change onto Jubilee Line for Canary Wharf.

#### By Car:

Limited Car parking available, based on a first come, first serve basis, this service cannot be pre-booked and is chargeable. Please contact the concierge at the hotel for advice on parking and price.

From M25 Motorway take junction 27 to M11 motorway, then take the A406 (North Circular Road going South), then A13 going west, until you reach East India Dock Road or a sign displaying Isle of Dogs, then take Westferry Road, on the left handside take the turning into Marsh Wall. The Hotel is next to South Quay Docklands Light Railway Station.

