

# My Place Hotel

## MEETINGS & EVENTS

### COVID-19

To ensure the safety and well-being of staff and guests, the use of our private meeting room and event spaces will be assessed individually and will follow the latest government guidelines



*My Place Hotel* 

My Place Hotel is a small, privately run hotel, located on a quiet street in the Royal Borough of Kensington & Chelsea. Built-in 1900, the hotel combines the ambience of an elegant Victoria townhouse with the modern amenities expected by today's traveller.

My Place Hotel provides a unique space for holding meetings and events. The public rooms in the hotel are frequently used to hold cocktail parties, business meetings, receptions, dinners, baby showers, bridal showers, book launches and more.

All public rooms overlook our garden and terrace at the back of the hotel. For smaller events and meetings, our private meeting room may be used or alternatively, for less formal events our lounge/ bar and adjoining dining room provides a great space for parties and receptions and weather permitting may be extended into our garden.

We also have a large cocktail bar and lounge which is located on the lower ground floor which can hold up to 300 people and boasts a large bar, cosy seating and a private VIP area.



## HOTEL FUNCTION ROOMS

### THE KENSINGTON SUITE

The Kensington Suite is a light and airy room with high ceilings and period features such as a large marble fireplace and crystal chandeliers.

This large, open-plan space has a bar and lounge on one side of the room and an adjoining lounge/ dining area on the other side. This area provides a perfect space for less formal events such as cocktail receptions, parties, baby showers, book launches, etc, and weather permitting may be extended into our garden for an additional fee.

The room may also be used for business meetings, workshops, product launches, and corporate functions.

#### Size

Length: 15 m; Width: 4.5 m (67 m<sup>2</sup>)

#### Capacity

Standing- up to 120



Theatre: up to 36



Boardroom: up to 18



Classroom- up to 20



Dining: up to 34



### The Kensington Suite Photo Gallery



## The Kensington Suite Prices

### **Monday to Thursday & Sunday\***

Day Delegate Rate	10:30- 17:30 from £40.00 per person <i>(package which includes food &amp; drink as described opposite)</i> *Day delegate package is not available on Sunday
Hire Fee Per Session	10.30- 14:30 from £295.00 <i>(venue hire only)</i> 15:00- 18:30 from £295.00 <i>(venue hire only)</i>
Hire Fee Per Day	10:30- 18:00 from £495.00 <i>(venue hire only)</i>
Hire Fee Per Evening or Hire Fee Per Evening	19:00- 23:30 from £495.00 <i>(venue hire only)</i> 19:00- 23:30 from £550.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

### **Friday & Saturday\***

Day Delegate Rate	10:30- 17:30 from £40.00 per person <i>(package which includes food &amp; drink as described opposite)</i> *Day delegate package is not available on Saturday
Hire Fee Per Session	10.30- 14:30 from £295.00 <i>(venue hire only)</i> 15:00- 18:30 from £295.00 <i>(venue hire only)</i>
Hire Fee Per Day	10:30- 18:00 from £495.00 <i>(venue hire only)</i>
Hire Fee Per Evening Or Hire Fee Per Evening	19:00- 23:30 from £595.00 <i>(venue hire only)</i> 19:00- 23:30 from £650.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

**\*\*Day Delegate Rate includes the following:**  
(minimum 10 delegates)

Morning & Mid-Morning Tea,  
Coffee and Pastries

Fruit Juice and Mineral Water

Working lunch selection of sandwiches &  
bagels

Fruit Basket

Afternoon Tea and Cakes

Fresh Fruit Bowl

Room Hire

- Prices are inclusive of VAT (prices may vary for tailor made plans and packages created to suit your individual requirements)
- In- house or External Catering permitted
- Drinks must be purchased on the premises only (bring your own not permitted)
- Kitchen Facilities available at a surcharge
- Alcohol License until 23:30
- Complimentary water included in all packages
- Flipchart & Marker Pens included in all packages
- Paper & Pens included in all packages
- Hire of LCD Projector & Screen: £50.00

## HOTEL FUNCTION ROOMS

### THE CHELSEA ROOM

The Chelsea Room is a light and airy room with high ceilings, period features and crystal chandeliers which overlooks the hotel garden.

This large room is ideal for boardroom meetings, private dining or for smaller events or gatherings.

The room may be used in conjunction with our garden for an additional fee.

#### Size

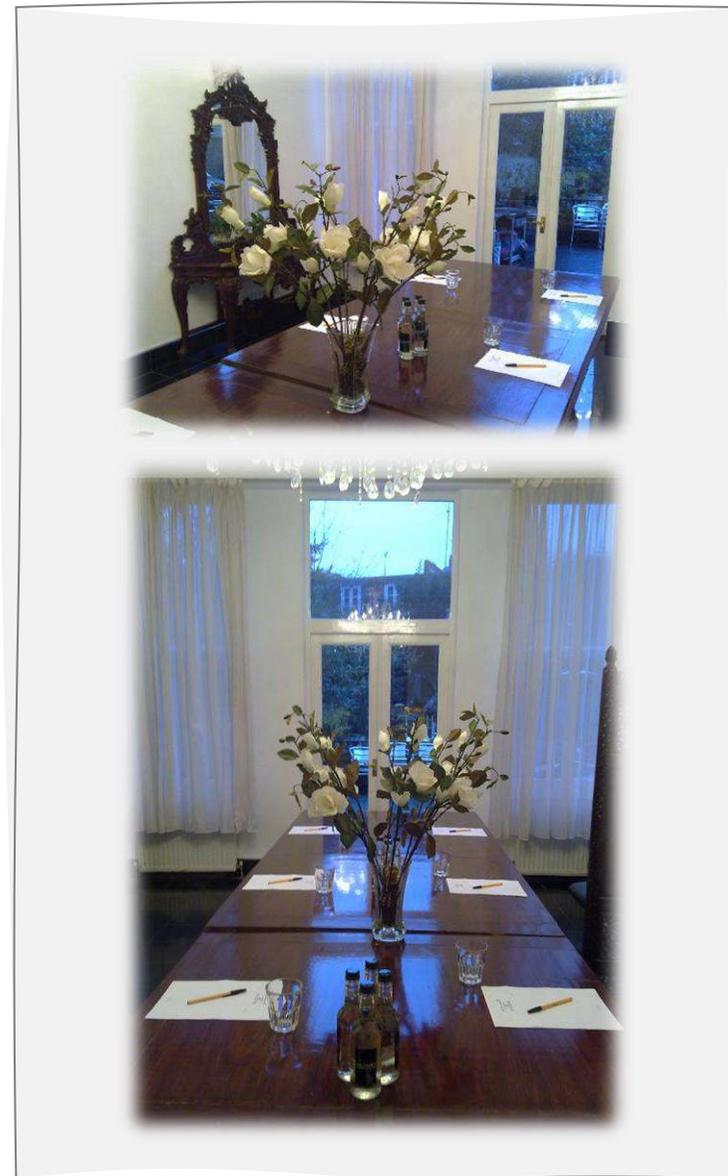
Length: 6.8 m; Width: 4.5 m (30.6 m<sup>2</sup>)

#### Capacity

Boardroom & Dining: up to 16



### The Chelsea Room Photo Gallery



## The Chelsea Room Prices

### Monday to Thursday & Sunday\*

Day Delegate Rate	08:00- 17:30 from £45.00 per person <i>(package which includes food &amp; drink as described opposite)</i> *Day delegate package is not available on Sunday
Hire Fee Per Session	08:00- 13:00 from £195.00 <i>(venue hire only)</i> 13:30- 18:00 from £195.00 <i>(venue hire only)</i>
Hire Fee Per Day	08:00- 18:00 from £395.00 <i>(venue hire only)</i>
Hire Fee Per Evening or Hire Fee Per Evening	19:00- 23:30 from £395.00 <i>(venue hire only)</i> 19:00- 23:30 from £450.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

### Friday & Saturday\*

Day Delegate Rate	08:00- 17:30 from £45.00 per person <i>(package which includes food &amp; drink as described opposite)</i> *Day delegate package is not available on Saturday
Hire Fee Per Session	08:00- 13:00 from £195.00 <i>(venue hire only)</i> 13:30- 18:00 from £195.00 <i>(venue hire only)</i>
Hire Fee Per Day	08:00- 18:00 from £395.00 <i>(venue hire only)</i>
Hire Fee Per Evening Or Hire Fee Per Evening	19:00- 23:30 from £495.00 <i>(venue hire only)</i> 19:00- 23:30 from £550.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

Day Delegate Rate includes the following:  
(minimum 5 delegates)

Morning & Mid-Morning Tea,  
Coffee and Pastries

Fruit Juice and Mineral Water

Working lunch selection of sandwiches &  
bagels

Fruit Basket

Afternoon Tea and Cakes

Fresh Fruit Bowl

Room Hire

- Prices are inclusive of VAT (prices may vary for tailor made plans and packages created to suit your individual requirements)
- In- house or External Catering permitted
- Drinks must be purchased on the premises only (bring your own not permitted)
- Kitchen Facilities available at a surcharge
- Alcohol License until 23:30
- Complimentary water included in all packages
- Flipchart & Marker Pens included in all packages
- Paper & Pens included in all packages
- Hire of LCD Projector & Screen: £50.00

## HOTEL FUNCTION ROOMS

### THE KENSINGTON COCKTAIL LOUNGE

A newly refurbished cocktail lounge with plenty of seating and a large bar. The area holds up to 300 people and can be accessed from the hotel and has in the past been used for small exhibitions, fashion shows, after parties and the shooting of music videos, TV shows & films.

The room may also be used for business meetings, workshops, product launches and corporate functions.

#### Size

Length: 15 m; Width: 9.8 m (147 m<sup>2</sup>)

#### Capacity

Standing- up to 300



Seating- up to 120



Theatre: up to 36



### The Kensington Cocktail Lounge Photo Gallery



## The Kensington Cocktail Lounge Prices

### **Monday to Thursday & Sunday\***

Day Delegate Rate	08:00- 17:30 from £45.00 per person <i>(package which includes food, drink as described opposite)</i> *Day delegate package is not available on Sunday
Hire Fee Per Session	08:00- 13:00 from £395.00 <i>(venue hire only)</i> 13:30- 18:00 from £395.00 <i>(venue hire only)</i>
Hire Fee Per Day	08:00- 18:00 from £595.00 <i>(venue hire only)</i>
Hire Fee Per Evening or Hire Fee Per Evening	19:00- 23:30 from £995.00 <i>(venue hire only)</i> 19:00- 23:30 from £1295.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

### **Friday & Saturday\***

Day Delegate Rate	08:00- 17:30 from £45.00 per person <i>(package which includes food, drink as described opposite)</i> *Day delegate package is not available on Sunday
Hire Fee Per Session	08:00- 13:00 from £395.00 <i>(venue hire only)</i> 13:30- 18:00 from £395.00 <i>(venue hire only)</i>
Hire Fee Per Day	08:00- 18:00 from £595.00 <i>(venue hire only)</i>
Hire Fee Per Evening or Hire Fee Per Evening	19:00- 23:30 from £1495.00 <i>(venue hire only)</i> 19:00- 23:30 from £1895.00 <i>(minimum spend on food &amp; drink to be guaranteed)</i>

### Day Delegate Rate includes the following: (minimum 20 delegates)

Morning & Mid-Morning Tea,  
Coffee and Pastries

Fruit Juice and Mineral Water

Working lunch selection of sandwiches &  
bagels

Fruit Basket

Afternoon Tea and Cakes

Fresh Fruit Bowl

Room Hire

- Prices are inclusive of VAT (prices may vary for tailor made plans and packages created to suit your individual requirements)
- In- house or External Catering permitted
- Drinks must be purchased on the premises only (bring your own not permitted)
- Kitchen Facilities available at a surcharge
- Alcohol License until 23:30
- Complimentary water included in all packages
- Flipchart & Marker Pens included in all packages
- Paper & Pens included in all packages
- Hire of LCD Projector & Screen: £50.00



**MEETING & EVENT BOOKING FORM**

Contact Name: .....

Company Name: .....

Address: .....

.....

.....

Telephone: .....

Email: .....

**Event Details:**

Date: .....

Arrival Time: .....

Departure Time: .....

Room choice: Chelsea Room/ Kensington Suite/  
Kensington Cocktail Lounge (please  
delete as applicable)

Room Layout: .....

Number of Attendees: .....

**Food & Drink Details:**

(Please note that lunch is included in the day delegate package. If you are hiring the room only and would like to add a working lunch, there will be an additional charge of £10.00 per person (please state your serving time below):

**Please state your preferred serving times for the following:**

**Time:**

Mid-Morning Tea/ Coffee & Biscuits .....

Lunch .....

Afternoon Tea/ Coffee & Cakes .....

**Equipment Hire:**

(Please delete as applicable)

LCD Projector & Screen Yes/ No

Flipchart & Pens Yes/ No

Paper & Pens Yes/ No

**Payment Information:**

- If you wish to pay by credit card, payments can be taken in person at the venue
- If you wish to pay by a BACS transfer our bank details are below:

#  
 Bank: Lloyds TSB  
 Address: Old Bond Street Branch  
 39 Piccadilly  
 London W1V 0AA  
 Account Name: My Place Hotel  
 Sort Code: 30-96-24  
 Account Number: 00522243  
 IBAN: GB74 LOYD 3096 2400 5222 43  
 BIC: LOYDGB21014

**Please select method of payment:**

BACS  Credit Card

**Name:** .....

**Signature:** .....



## TERMS & CONDITIONS

When referring to 'Hotel', this will encompass all areas of the premises, including the basement cocktail lounge, hotel, and garden.

Provisional bookings will be held for a period of ten days, after which time the space will automatically be released.

We reserve the right to request a deposit of 50% of the total cost of your event upon confirmation.

Full payment is required 6 weeks prior to your event date.

The Client agrees to advise the Hotel in writing, at least 7 days prior to the event of the final number of people attending.

### Cancellation by The Client

In the event of all or part of the services being cancelled, which must be in writing, the Client will pay the following charges. In each case, the percentage charge applies to the estimated total for the event:

- For cancellations between 6 weeks and 4 weeks prior to the start date- 50% of the total cost of your event will be charged.
- For cancellations between 4 weeks and 2 weeks prior to the start date- 75% of the total cost of your event will be charged.
- For cancellations less than 2 weeks prior to the start date- 100% of the total cost of your event will be charged.

### The Hotel May Cancel If:

- The Hotel or any part of it is closed due to fire, dispute with employee(s), alteration, decoration or by order of any public authority.

- The Client becomes insolvent or enters into liquidation.

The Hotel shall not be responsible for the damage or loss of any merchandise or articles left in the Hotel, prior or following your function. We remind you that when bringing in valuables including audio-visual equipment you do so at your own risk. The Hotel accepts no responsibility for loss or damage to any valuables left on the premises.

The Client will be liable for the cost of repairs carried out as a result of any damage caused to any part of the Hotel or the equipment by negligence, wilful act or default of any person invited by you or on your behalf to the Hotel.

The Client agrees to pay the Hotel for any food, beverage, or any other service not pre-arranged but made available on request of the Client.

### Venue Policies:

- Proof of age for the sale of alcohol may be required
- Management reserves the right to refuse admission to the venue
- Prior consent from the hotel must be obtained before making private arrangements for entertainment and decorations, etc. for your event

Signature:  
(For and behalf of the Hotel)

Name:  
(Capitals)

Position:

Date:

Signature:  
(For and behalf of the Client)

Name:  
(Capitals)

Position:

Date:



## CONTACT

### Meeting & Events

Email: [info@myplacehotel.co.uk](mailto:info@myplacehotel.co.uk)

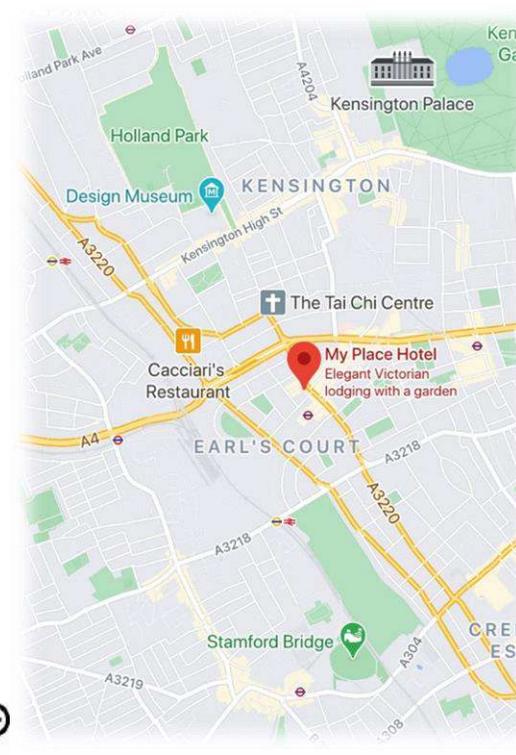
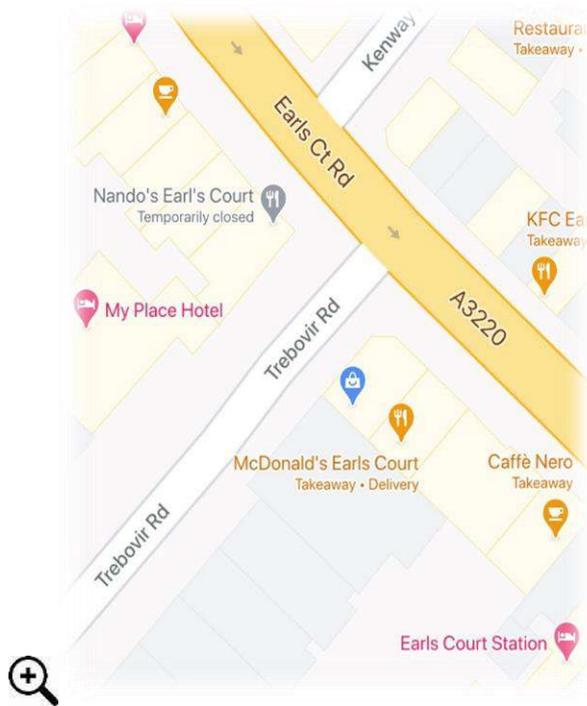
Telephone: +44 (0) 207 373 0833

### Accommodation

Email: [reception@myplacehotel.co.uk](mailto:reception@myplacehotel.co.uk)

Telephone: +44 (0) 207 373 0833

## LOCATION



**1-3 Trebovir Road  
London SW5 9LS  
United Kingdom**

## PARKING

The hotel does not have a car park. There is a limited amount of 'Pay by Phone' parking bays in some sections of the surrounding roads. Alternatively, details of nearby car parks can be provided on request.

## TRANSPORTATION

### Underground

Earls Court station (District & Piccadilly Line) is located 100 yards/ a 2-minute walk from the hotel. On exiting the station ensure that you take the Earls Court Road Exit

### Rail

Victoria Railway station (District & Circle Line) is located 8 minutes by underground from the hotel. For Earls Court station, take the District line westbound towards Ealing Broadway, Richmond, or Wimbledon

### Coach

Victoria Coach station is located a 3-minute walk from Victoria Railway station (directions from Victoria Railway station to Earls Court station as above)

## AIRPORTS

### London Heathrow

- 40 minutes by car/ taxi (M4/ A4)
- 40 minutes by Underground to Earls Court station
- 15 minutes by train (Heathrow Express) to Paddington Railway station

### London Gatwick

- 90 minutes by car/ taxi
- 30 minutes by train (Gatwick Express) to Victoria Railway station

### London City

- 45 minutes by car/ taxi
- 45 minutes approx. by rail and underground

### London Stansted

- 50 minutes by train (Stansted Express) to Liverpool Street Railway station

### London Luton

- 80 minutes approx. by rail and underground

## WEBSITE & SOCIAL MEDIA



<https://www.myplacehotel.co.uk/>

Facebook @myplacehotellondon

Instagram @myplacehotellondon