



*The Samuel Pepys*  
Bar & Kitchen

## YOUR WEDDING

*Stew Lane, 48 Upper Thames Street, London, EC4V 3PT  
T: 0207 489 1871*



*The Samuel Pepys*  
Bar & Kitchen

## THE VENUE

Dear.....

Thank you for considering The Samuel Pepys as a venue for your event.

We understand that choosing a venue for your wedding reception can be a daunting task. With that in mind, our dedicated Managers, together with their experienced Team, will guide you through all of the necessary arrangements to ensure that your wedding reception is planned to perfection.

Standing at the top of Stew Lane, you immediately know you are somewhere special, as you catch a glimpse of the River Thames and the stunning view across to the south bank of London. The Samuel Pepys is the only address on this historic riverfront path, just moments away from landmarks such as St. Paul's Cathedral and the Millennium Bridge.

Walk up the elegant spiral staircase to enter this impressive loft-style bar and restaurant, set in a historic former warehouse right on the north bank of the Thames, the space boasts many character features such as wooden floorboards, full height windows and exposed brickwork. This is complimented by modern lighting, contemporary artworks and of course, spectacular river views

The Samuel Pepys is available for exclusive hire on Saturdays and Sundays and a late licence is available on request.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

Best wishes

*Steve Berry*

General Manager

*Stew Lane, 48 Upper Thames Street, London, EC4V 3PT  
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## INSIDE THE SAMUEL PEPYS

### MAIN BAR

Once you have traveled up the spiral staircase you are welcomed into the main bar area. A relaxed area with a choice of soft seating and casual bar stools allow the guests to feel the full atmosphere of The Samuel Pepys whilst our friendly bartenders welcome you & your guests. This area is typically used for welcoming drinks and mingling.

### GLOBE VIEW

Walk through the main bar area and you reach Globe View, offering panoramic views of The Thames and several iconic buildings from floor to ceiling windows. The Globe View is the perfect area for entertaining your guests with a live band or DJ.

### BALCONY BAR

Walk through Globe View to our Balcony Bar. We are exceptionally proud of this room which offers further spectacular views from its balcony over-hanging the Thames. The Balcony Bar has the perfect atmosphere for dining and can accommodate for up to 65 guests for your wedding breakfast.

### FULL VENUE

As you'll have the full venue exclusively for your wedding, The Samuel Pepys can accommodate up to 180 standing guests in total.



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## OUR WEDDING PACKAGES

### EMERALD

Welcome drink  
4 course wedding breakfast  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£59.95 PER HEAD**

### DIAMOND

Welcome drink & canapés  
4 course wedding breakfast  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£69.95 PER HEAD**

### PLATINUM

Welcome drink & canapés  
4 course wedding breakfast  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£79.95 PER HEAD**

**UPGRADE YOUR BUFFET TO THE CHINA FOR £2 EXTRA PER PERSON**

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## EMERALD MENU

*Please choose 1 dish from each course\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Chicken Liver & Forest Mushroom Parfait  
*Served on toasted shards with balsamic onion chutney*

Prawn, Mango, Chilli & Coriander Salad  
*With balsamic dressing*

Baked Halloumi & Balsamic Onion Confit Tart (v)  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

### MAINS

Roast Topside of Beef  
*Served with Yorkshire pudding and red wine gravy*

Roasted Pork Belly  
*With caramelised apple & wholegrain mustard sauce*

Oven Roasted Chicken Breast  
*Stuffed with mozzarella & basil wrapped in bacon and served with roasted red pepper coulis*

Pan Seared Cod Loin  
*Served with crayfish & dill butter cream sauce*  
*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Chocolate Brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & Lime Posset  
*With mango and passion fruit compote & shortbread biscuits*

Blackberry & Apple Eton Mess  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & Mints

*\*For your entire party*



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## DIAMOND MENU

*Please choose 1 dish from each course\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Pressed Ham Hock Terrine  
*With spring onion & leek purée*

Stilton, Chicory & Radicchio Salad (v)  
*With figs and caramelised walnuts*

Crab, Coconut & Salmon Fishcake  
*With seasonal leaves & mint, lime, coriander & chilli sauce*

### MAINS

Roast Leg of Lamb  
*With lemon stuffing, red wine & mint jus*

Striploin of Beef  
*With Yorkshire pudding, horseradish & mustard jus*

Roasted Chicken Breast  
*Stuffed with mushroom mousse & wrapped in pancetta with a tarragon cream sauce*

Pan Fried Sea Bream Fillet  
*With roasted fennel, orange & citrus butter sauce*  
*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Vanilla Cheesecake  
*With pecan brittle and salted caramel sauce*

Warm Honey Poached Pear  
*With vanilla crème brûlée & toffee sauce*

Lemon Posset  
*With berry compote and shortbread fingers*

\*\*\*

Coffee with mints

*\*For your entire party*



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## PLATINUM MENU

*Please choose 1 dish from each course\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Stilton Bon Bon Salad (v)  
*Beetroot, couscous & wheat berry salad with dressed leaves.*

Smoked Salmon & Prawn Cocktail  
*With avocado, cherry tomatoes, Marie Rose sauce & artisan sourdough*

Pressed Duck & Chicken Terrine  
*With a butternut squash purée*

### MAINS

Striploin of Beef  
*With Yorkshire pudding & pancetta bourguignon jus*

Pan Fried Salmon Fillet  
*Fine green beans, mixed glaze pods with black rice & quinoa salad and a caper & dill butter sauce*

Duck Leg Confit  
*With blackberry & honey jus*

Roasted Lamb Loin Chops  
*With salsa verde & pistachio dust*

*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Rich Chocolate Mousse  
*With a caramel centre served with toasted marshmallows & clotted cream*

Prosecco & Elderflower Jelly  
*With blueberries & raspberries and chantilly cream*

Dragon & Passion Fruit Pavlova  
*With mango purée, coconut gelato & toasted coconut*

\*\*\*

Coffee with mints

*\*For your entire party*



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## VEGETARIAN & VEGAN OPTIONS

The following main course dishes have been designed specifically for your vegetarian & Vegan guests. Please select one of the following dishes in place of your chosen main course.

### VEGAN STARTERS

Beetroot, Samphire & Courgette Fritters  
*With seasonal leaves and basil pesto*

Tandoori Spiced Cauliflower, Broccoli & Onion Fritters  
*Served with mango chutney & seasonal leaves*

Tempura Vegetables  
*With sweet chilli dipping sauce, toasted sesame seeds, red chilli & spring onions*

### VEGAN & VEGETARIAN MAINS

Persian Red Quinoa, Squash & Pistachio Nut Roast  
*With sumac roasted Brussels sprouts, fennel & broccoli with red pepper & tomato sauce.*

Porcini Mushroom & Truffle Mezzaluna Parcels  
*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil.*

Asparagus, Pea & Cheese Ravioli  
*With soya & green beans and a herb pesto*

Courgette, Pistachio & Mushroom Nut Loaf  
*With creamy peppercorn sauce & seasonal vegetables*

Fig, Cashew Nut & Carrot Rosti (vg)  
*With roasted forest mushrooms & herb pesto*

Blue Cheese, Spinach & Cranberry Risotto

Wild Mushroom & Thyme Risotto

Butternut Squash & Sweet Potato Gnocchi (vg)  
*With roasted pepper coulis*

Lemon & Asparagus Gnocchi (vg)  
*With mint pesto*

Tofu & Vegetable Rendang Malaysian Curry  
*Served with basmati rice, toasted almonds & warm chapati bread*





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## YOUNG GUESTS

Here at the Samuel Pepys we want to ensure that everyone has a fabulous day to remember, including your young wedding guests. With them in mind we have created a special 'Young Guests' menu for those 12 years of age and under.

*Please choose 1 dish from each course*

### ARRIVAL DRINK

Apple / Orange juice

### STARTERS

Seasonal Soup  
*With crusty bread*

Italian Spianata Bread  
*With garlic butter*

Vegetable Sticks  
*With red pepper houmous*

### MAINS

Roast Beef & Yorkshire Pudding

Roast Chicken Breast

Tomato & Herb Pasta  
*With dressed leaves*

*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Meringue Nest  
*Filled with raspberry ripple ice cream & raspberry coulis*

Triple Chocolate Cookie  
*Topped with clotted cream ice cream and drizzled with warm chocolate sauce*

**£15.00**  
PER HEAD



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## FINGER BUFFETS

### CRYSTAL

*Selection of sandwiches served on white or granary bread*

Maple Roasted Ham & Tomato

Prawn Marie Rose

Cheddar Cheese &  
Balsamic Onion Marmalade

Fried Spiced Tortilla Chips  
*With houmous, salsa  
& guacamole for dipping*

Salt & Vinegar Chicken Wings  
*With blue cheese dip*

Seasoned Rock Salted Chips  
*With smoky tomato mayonnaise*

Hot Beef & Chilli Sausage Rolls

**£11.95**  
PER HEAD

### SILVER

*Selection of open sandwiches*

Crayfish in Szechuan Pepper & Sriracha Sauce

Pulled Salt Beef & BBQ Mustard

Whipped Brie, Tomato & Smashed Avocado

Mini Cheese Burgers Sliders  
*With smoky tomato & onion chutney*

Seasoned Rock Salted Chips  
*With smoky tomato mayonnaise*

Crispy Coated Chicken Fillets  
*With Indian sweet chilli sauce*

Feta, Spinach and Pine Nut Parcels (v)

**£15.95**  
PER HEAD

### CHINA

*Selection of sandwiches served on white or granary bread*

Pulled Salt Beef & BBQ Mustard

Maple Roasted Ham & Tomato

Prawn Marie Rose

Cheddar Cheese & Balsamic Onion Marmalade

Mini Yorkshire Puddings  
*Filled with roasted chicken, lemon stuffing  
& cranberry mayonnaise*

Braised Leek Welsh Rarebit Toasts

Seasoned Rock Salted Chips  
*With smoky tomato mayonnaise*

Cocktail Sausages  
*With Bombay curry glaze*

Plaice Goujons  
*Served with tartare sauce*

**£13.95**  
PER HEAD

## BUFFET ADD ONS

*In addition to all our finger and fork buffets you can enhance your meal with the following dishes*

Pizza

£2.95 per head

Sharing Boards  
£99 for 10 people

Dressed Salmon  
£6.95 per head

Kentish Cheese Board  
£7.95 per head



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## CANAPÉS

*Homemade canapés make an ideal accompaniment to your reception drinks.*

- Fresh Fig, Walnut & Stilton Bon-Bon Sticks (v)
- Smoked Salmon & Dill Blini's
- Roasted Mediterranean Vegetable & Goats Cheese Canapé Cups (v)
- Fried Sesame Feta & Watermelon Sticks
- Baby Plum Tomatoes, Basil, Olive & Mozzarella Skewers (v)
- Crispy Bacon & Braised Leek Welsh Rarebit
- Aromatic Seared Salmon Phaenang on Rye Bread
- Confit Chicken Parfait & Roasted Mushroom Blini's
- Balsamic Mushroom, Herb & Tapenade Canapé Cups (v)
- Chicken, Caramelised Shallot & Asparagus Canapé Cups

*Please select 3 of the above to be served with your reception drinks*

**£7.95**  
**PER HEAD**

*Additional choices will be charged at £2.95 per person, per item*

### SWEET CANAPÉS

*Ideal for finger buffets @ £2.95 each per person (please choose 1 option)*

- Mini Chocolate Churro Shots
- Lemon Curd & Ginger Cheesecake Lollipops
- Chocolate Brownie, Raspberry & Marshmallow



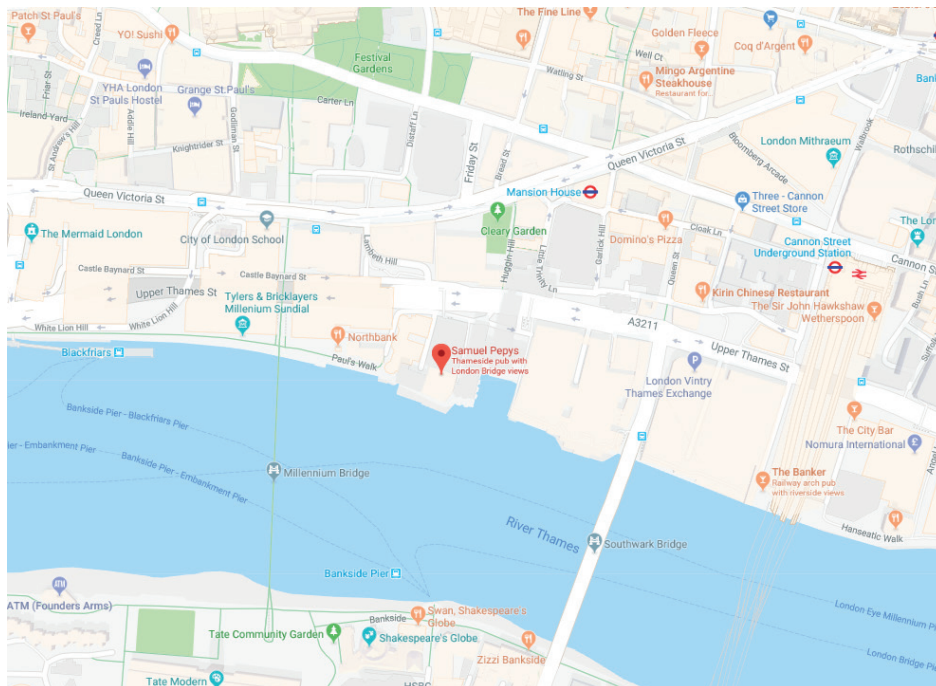
# The Samuel Pepys

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## WHERE WE ARE

Set in a historic warehouse on the north bank of the Thames,  
The Samuel Pepys is a hidden gem in the heart of the City.

The nearest tube station is Mansion House and is approximately 0.2 miles walk away.



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## APPOINTMENTS

### 6 MONTHS PRIOR TO YOUR WEDDING DAY

Your Wedding Planner will contact you to arrange a meeting to discuss any questions or queries you may have for your wedding reception.

### 3 MONTHS PRIOR TO YOUR WEDDING DAY

Your Wedding Planner will arrange a meeting with you to discuss the running order of your day and your preferred menu choices.

### 2 WEEKS PRIOR TO YOUR WEDDING

Your Wedding Planner will meet with you to finalise the running order, guest numbers and any other finer details.

### THE DAY BEFORE

Deliver the table plan, all items for the tables and any other decorations.

If you have any questions or queries between each meeting with your Wedding Planner please do not hesitate to contact us.

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## FAQS

### **ARE THEY ANY HIRE FEES OR SERVICE CHARGE?**

No service or hire fee is charged however this is at the full discretions of the client

### **DO YOU HAVE A LICENCE FOR THE WEDDING CEREMONY?**

The Samuel Pepys doesn't have a licence for the wedding ceremony, therefore it is a venue for the post ceremony celebrations only.

### **CAN WE HAVE A LIVE BAND OR DJ AT OUR WEDDING?**

Yes, we are licensed to have a live band or DJ play until 11pm. We can recommend DJ's however it would be your responsibility to book the DJ or band. We would also require a copy of their public liability insurance. As we have to be considerate to our neighbours, we reserve the right to ask the band or DJ to reduce the volume should it become too excessive. The DJ can either plug into our sound system using an RCA connector or they can bring their own sound system. We cannot provide any deck equipment.

### **IS THERE STEP-FREE ACCESS TO THE BAR AND TOILET FACILITIES?**

Yes, we have a lift which goes up to the venue and there is also an accessible toilet on the same level.

### **DO YOU HAVE ONSITE PARKING AVAILABLE?**

Unfortunately we do not have onsite parking available. The closest NCP multi-storey car park is London Vintry Thames Exchange, Bell Wharf Lane, London EC4R 3TB

### **DO YOU ALLOW DECORATIONS?**

Yes, we permit any decorations that will not damage our walls/ceilings or pose a fire risk. You can deliver decorations to use in advance of your Wedding and we will put them up on the day. For table decorations, it is a good idea to provide us a photo of how you would like your tables to be decorated and set up.

### **DO YOU PROVIDE TABLE CLOTHES OR NAPKINS?**

We don't currently provide table clothes however you can hire an external company to provide them. We recommend that any table clothes are delivered to us on a roll, instead of folded. We can provide plain paper napkins for your Wedding, however you are also welcome to provide your own.

### **IS THERE A FEE FOR BRINGING A WEDDING CAKE?**

There is no fee for bringing your own wedding cake, however we can only provide a standard kitchen knife for "the cutting of the cake" therefore we recommend you provide your own knife for the photos. Cake stand is not provided

### **CAN WE LEAVE THE DECORATIONS ONSITE AFTER OUR WEDDING TO COLLECT AT A LATER DATE?**

Yes this isn't a problem as long as the decorations are collected shortly after the event.



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## THE SMALL PRINT

### Wedding and Banqueting Terms and Conditions:

The following terms and conditions of contract shall apply to all bookings for wedding and banquet functions (functions)  
Reference to The Company shall be The Venue

One signed copy to be retained by the client and one copy to be returned to The Venue

### Deposits, Payments & Confirmation:

Provisional dates must be confirmed in writing within 14 days along with a signed acceptance of our  
Terms & Conditions, otherwise the date will be released and re-offered for sale

A non refundable deposit of £500.00 is required at the time of booking  
and a further £500 non refundable deposit is required 12 weeks prior to the event

The customer shall notify The Venue in writing not less than 14 days prior to the function, the final  
number of guests anticipated attending the function Full payment of charges must be made at least  
14 days prior to the commencement of the function

The final amount payable by the customer shall be calculated on this final number or the number that actually  
attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function,  
full payment will be required for those additional guests prior to the function

The Company reserve the right to charge interest at 2% above Bank Of England interest base rate for each day on any  
outstanding balances and all subsequent days thereafter

### Cancellation Policy:

In the unlikely event of you cancelling your wedding we reserve the right to apportion the following charges  
For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total  
amount of the function including any food and beverage, and optional associated costs.

For cancellations less than 4 weeks prior to the start date the charge will be 100%  
Any deposits paid will be deducted from the amount of any outstanding monies due

### General Conditions:

*Licensing and Statutory Regulations:* Functions held within the Venue are subject to Statutory Regulations. All such  
regulations must be strictly observed. Details of any such regulations can be provided on request.

*Third Party Insurance:* The Company shall not be liable for any loss or damage suffered by the customer, except in  
respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights  
which The Company has under the Hotel Proprietors Act 1956 where the act applies

*Damage:* The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and  
equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay  
The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Samuel Pepys are non smoking

CONTINUED



*The Samuel Pepys*  
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## THE SMALL PRINT - CONTINUED

*Food and Drink:* We cannot allow food or drink, other than that purchased on the premises be consumed with the Venue

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has or you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

*Finishing Times:* Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

*Alterations to Bookings:* These are required to be made in writing and are subject to approval by The Company

*External Suppliers:* These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

*Force Majeure:* If the Venue is prevented or hindered from carrying any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The Venue reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to The Samuel Pepys

### *Site Copy*

Event Date .....	Minimum No. of Guests .....
Signed.....	Signed.....
On behalf of The Venue	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
Position .....	Position .....
Date.....	Date.....

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Signed.....	Signed.....
On behalf of The Venue	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
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