

## City Hall - What to think about when planning your event

### Hospitality Services

Essential information - Greater London Authority and City Hall's hospitality service is provided by Eligo. Event organisers must use Eligo's services as a condition of their booking. Eligo is licensed to serve alcohol at City Hall.

What can Eligo provide? - We can provide a variety of menus to suit different budgets and tastes and offer a range of canapé, finger buffet, fork buffet and dinner menus along with a comprehensive wine list. We have included an introduction to our services in this information pack but we can also help with your individual requirements – please let us know what you have in mind!

What next? – Please provide us with some basic information on your requirements and we shall arrange a quotation for you.

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Name of organisation:	
Contact name:	
Email:	
Telephone:	
Fax:	
Postal address: <small>(please also include your invoicing address if different)</small>	
What type of event are you planning?	Reception/ Dinner/ other?
Daytime or evening?	
Times of event?	
Have you a date booked? If so please give date:	
What type of food and/or drink would you like to serve?	
Any other information?	

Please save this form onto your computer and email to [sylvana.campbell@london.gov.uk](mailto:sylvana.campbell@london.gov.uk) Our hospitality team will then contact you with further information.

**Any questions?** Please contact the Facilities & Squares Management team on 0207 983 4000 or email [living.room@london.gov.uk](mailto:living.room@london.gov.uk)