

# The OLIVE TREE cafe

## Catering Prices

Please note that all these prices are per person, and include VAT at 15%  
**CATERING INVOICES MUST BE PAID PRIOR TO YOUR EVENT**

A selection of tea & coffee including herbal tea and biscuits	£ 1.25
Re-fill of coffee and tea	£ 0.65
Sandwich business lunch	£ 3.10
Soup and sandwiches	£ 4.10
Soup, sandwiches and fruit	£ 4.65
Extra fruit	£ 0.65
Homemade cake	£ 0.65
Business buffet	£ 3.15
Business sit-down lunch	£ 5.15
Yoghurts	£ 0.75
Chocolate	£ 0.65
Evening buffet	£ 4.15
One-course sit-down meal	£ 5.15
Two-course sit-down meal	£11.10
Three-course sit-down meal	£16.20
Selection of fresh fruit juices	£ 1.15
Selection of mineral water	£ 1.15
Afternoon tea	£ 2.15
Extra biscuits	£ 0.45
Glass of wine	£ 2.65
Bottle of wine	£ 7.55
Spirits	£ 4.00

For specialist events such as weddings and conference dinners **please contact the Office** to discuss your budget and menus.

Prices for events such as these can range from £4.95 per person to £24.00 per person.



## St George's West Centre

### Price List as of 2009

**For further details  
please contact**

**0131 225 7001**



VAT Registration No. 703 686628  
Charity No. SC008990  
Identity: Registered Scottish Charity



### Room Basic Booking Prices

	Session	Day Rate	Evening
Shandwick Room	£50	£85	£85
Candlish Hall†	£85	£155	£155
Olive Tree Café (Evening only)	£85	£85	£85
Kitchen (Evening only)	£40	£40	£40
Sanctuary*	£85	£155	£210
Gallery	£50	£260	£85

\*Hearing loop system available †P.A. System available  
**Please note a session means 1 to 4 hours**

All basic room prices include half an hour set-up time and half an hour clear up time, allowing for one black bag of waste.

The room will be clean and set up with your required room plan as described on your booking form.

Furniture available at SGW is as follows:

- 100 black chairs
- 90 wooden café chairs
- 27 café tables
- 10 × 6' trestle tables
- 9 × 5' trestle tables
- an assortment of smaller coffee tables.

These furniture is all free to users depending on availability. Extra furniture can be ordered for hire at extra cost.

There is a 10% discount **on room hire only** offered to all registered charities. The registered charity reference number must be included on the booking form.

All other discounts are given at the discretion of the Centre Manager on behalf of the Centre Management group.

### Additional Prices

**Please note:  
these do not include VAT**

Recycling removal	£ 1.20 per bag
Waste removal	£ 1.20 per bag
Cleaning charge	£40.00 (see booking form)
Cups	£15.00 (up to 80)
Plates	£15.00 (up to 80)
Saucers	£15.00 (up to 80)
Soup bowls	£15.00 (up to 80)
General kitchen ware	£15.00
Cutlery	£15.00 (up to 80)
Paper cups	£ 0.10 each
Paper plates	£ 0.10 each
Plastic cups	£ 0.10 each
Paper napkins	£ 0.05 each
Cloth napkins	£ 1.00 each
White table cloths	£ 5.00 each
White table runners	£ 4.00 each
Table flowers	£ 0.50-£10.00 per table
Table candles	£ 1.00 per table

### Equipment (for hire)

Flip chart (incl. 10 sheets of paper)	£3.20
Additional paper	£0.20 per sheet
Overhead projector	£5.00
PA system	£3.00
AV projector	£5.00
AV screen	£3.00
Photocopying	£0.05 per sheet
Conductor's stand	Free
Piano	£5.00
Tea urn	£3.00
Extra chairs	£1.50
Extra tables	£3.50 each

**Use of telephone and broadband is by negotiation**

### Extra Staffing Costs

Hired Dish Washer	£7.00 per hour
Hired Cook	£15.00 per hour
Office Support	£20.00 per hour
Technical Support	£20.00 per hour
Event Manager	£20.00 per hour
Licensed bar provided	£60.00

**Please note that our licence runs till 11.00pm**

