

# The OLIVE TREE cafe

## Catering Prices

Please note that all these prices are per person, and include VAT at 17.5%  
**CATERING INVOICES MUST BE PAID PRIOR TO YOUR EVENT**

A selection of tea & coffee including herbal tea	£1.25
Shortbread (House of Edinburgh)	£0.25
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	£1.00
Business buffet	£3.15
Business sit-down lunch	£5.15
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	£2.50

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 Andrew's and St George's West



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EDINBURGH City  
 Centre CHURCHES  
 TOGETHER

St Andrew's and St George's West Church of Scotland, Edinburgh. Registered charity number SC008990



St Andrew's and St George's West



## St Andrew's and St George's West Centre, Shandwick Place

### Price List as of 2010



VAT Registration No. 703 686628

Charity No. SC008990

Identity: Registered Scottish Charity

## Room Basic Booking Prices

	Session	Day rate	Evening
Shandwick Room	£50	£90	£100
Candlish Hall†	£100	£190	£200
Olive Tree Café (Evening only)	£100	£100	£100
Kitchen (Evening only)	£50	£50	£50
Sanctuary (main)*	£100	£190	£200
Boardroom table	£40	£70	£80
Gallery	£50	£90	£100

\*Hearing loop system available †P.A. System available  
Please note that 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 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	£ 2.00 per bag
Waste removal	£ 2.00 per bag
Cleaning charge	£40.00 (see booking form)
Cups	£15.00 (up to 100)
Plates	£15.00 (up to 100)
Saucers	£15.00 (up to 100)
Soup bowls	£15.00 (up to 100)
Cutlery	£15.00 (up to 100)
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	£ 5.50 each
White table runners	£ 4.00 each
Table flowers	£ 0.50-£10.00 per table
Table candles	£ 1.00 per table

**Please note that additional equipment can be hired for events but will incur delivery charges and hire charges.**

## Equipment (for hire)

Flip chart (incl. 10 sheets of paper)	£5.00
Additional paper	£0.50 per sheet
Overhead projector	£5.00
PA system	£5.00
AV projector	£5.00
AV screen	£5.00
Photocopying	£0.10 per sheet
Conductor's stand	Free
Piano	£5.00
Tea urn	£3.00

**Use of telephone and broadband is by negotiation. Extra Tables and Chairs can be ordered by are subject to extra hire charges and delivery.**

## Extra Staffing Costs

Hired Dish Washer	£10.00 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	£200.00

**We allow clients to provide their own alcohol for certain events. Please contact the office for further details.**

