



41 PORTLAND PLACE

FELLOWS BROCHURE 2023



ABOUT

Our headquarters at 41 Portland Place is a perfect venue for Fellows of the Academy of Medical Sciences to host a variety of events. Most importantly, profits generated through venue hire of 41 Portland Place are used to fund activities run by the Academy.

One of the many benefits is the facilities we can offer to our Fellows, we have a dedicated Fellows Room in the Jean Shanks library (Fellows room) on the ground floor which Fellows are welcome to use from 8am - 5pm to work and base yourself in a Central London venue, Monday -Friday. Tea & coffee is always included for fellows working at the venue. If the fellow's room isn't available, we always have an alternative to offer.

FELLOWS DISCOUNTS & OFFERS

Please see a summary of discount offers below available for fellows:

- 25% off venue hire rates for all meetings & events (used to be 20% in previous years) + Minimum catering spend to be met (dependent on number of guests)
- 40% off venue hire rates for any Monday & Friday booked within a 30 day lead time (excluding December) + Minimum catering spend to be met (dependent on number of guests)
- Half day, full day and dinner packages including 25% discount off venue hire + 15% off catering within the package (price upon request, subject to minimum numbers and event space offered)
- 50% off Curie Room bookings + unlimited tea & coffee for full day meetings (08:00-17:00)



VENUE HIRE RATES

FELLOW RATES 2023

ROOM	HALF DAY	FULL DAY	EVENING	DAY + EVENING
Curie Room (including 50% discount)	£160	£215	-	-
Laurie Landeau Room	£398	£608	£518	£960
Fellows Room	£308	£435	£398	£660
Wolfson & Exhibition Area	£518	£780	£518	£1,110
Council Chamber & Reception Room	£870	£1,215	£1,215	£1,995
Ann Rylands & Terrace	£518	£690	£690	£1,185
First Floor Exclusive	£1,125	£1,560	£1,560	£2,663
Whole Venue Exclusive	£4,080	£5,303	£5,303	£7,485

Half day 08:00-12:00 or 13:00-17:00
Full day 08:00-17:00
Evening 18:00-23:00

MEETING PACKAGES

Meetings Half Day

Half day venue hire of meeting space (08:00 12:00 or 13:00 17:00)

Arrival tea, coffee and herbal teas with biscuits
Simple sandwich lunch served with tea & coffee
Still and sparkling bottled water served throughout the day

Meetings Full Day

Full day venue hire of meeting space (08:00-17:00)
Arrival coffee, classic and herbal teas with mini pastries
Simple sandwich lunch served with tea & coffee
Afternoon tea, coffee and herbal teas with biscuits
Still and sparkling bottled water served throughout the day

All packages are available Monday-Friday.

Price available on request - Price depends on minimum number of guests.

DINNER PACKAGE

Dinner Package

Evening venue hire of event space (18:00-23:00)

Three course fine dining menu

Tea, coffee & petit fours

Bottled still & sparkling water

(Package excludes alcoholic drinks)

Upgrades:

Half bottle of house wine per person - £13.00+VAT per person

Glass of prosecco on arrival - £7.00+VAT per person

Pre-dinner chefs' choice 4 canapes - £16.50+VAT per person

Nibbles - £7.95+VAT per person

Cheese course - £10.50+VAT per person

Floral arrangements - from £150+VAT

All packages are available Monday-Friday.

Price available on request - Price depends on minimum number of guests.

DINNER MENU

Please choose one starter, one main course and one dessert for the group and advise us of any dietary requirements. Our chef will then cater with a separate chefs choice menu for these guests.

Starters:

Savoury cheese stuffed pears, toasted walnuts, chilli jam & buckwheat (VE)

Grilled asparagus, lemon ricotta, crispy egg & truffle crisp (V)

Chicken liver mouse, red onion & aged sweet wine marmalade, creamed sweetcorn crisp
Marinated burrata, roasted heritage tomatoes & basil foam (V)

Bourbon & orange smoked duck breast, citrus & avocado

Mains:

Golden beetroot, black cabbage & smoked tomato lasagna, vegan feta & toasted seed crumb (VE)
Maize fed roasted chicken, potato & tomato risotto, marinated courgettes

Charred sea bass, whipped pimentón mash, zucchini & roasted tomato salad

Smoked & braised pork belly, pressed potatoes, shallot crumb, tender stem broccoli

Summer squash ravioli, new season leeks, crispy sage, toasted pine nuts

Desserts:

Yorkshire custard tart with strawberries & vanilla ice cream

Banana Rama, banana cake, whipped mascarpone, summer fruits & toasted nuts

Milk chocolate, raspberry and thyme tart, sorbet

Passion fruit cheesecake, citrus salad & honeycomb

Seasonal fruit plater & fruit sorbet



THE LAURIE LANDEAU

Ideal for:

- Boardroom meetings
- Smaller discussion events
- Private dining
- Drinks reception

Maximum Capacity:

Boardroom 24

Dinner 32

Reception 50

Theatre 30

Classroom 26

U-Shaped 24

Cabaret 32



THE FELLOWS ROOM

Ideal for:

- Boardroom meetings
- Smaller discussion events
- Drinks reception space in conjunction with Laurie

Maximum Capacity:

Boardroom 18

Dinner 20

Reception 40

Theatre 20



WOLFSON CONFERENCE SUITE

Ideal for:

- Boardroom meetings
- Press briefings
- Screenings

Maximum Capacity:

Boardroom 26

Dinner 30

Reception 50

Theatre 70

Classroom 30

Cabaret 40

U-shape 26



EXHIBITION AREA

Ideal for:

- Exhibitions
- Product launches
- Drinks receptions

Maximum Capacity:

Reception 45

Theatre 25

Classroom 18



COUNCIL CHAMBER

Ideal for:

- Boardroom meetings
- Discussion events
- Private dining
- Press briefings
- Conferences

Maximum Capacity:

Boardroom 28
Dinner 60
Reception 120
Theatre 70
Classroom 40
Cabaret 40



RECEPTION ROOM

Ideal for:

- Separate catering space
- Private dining
- Drinks reception

Maximum Capacity:

Dinner 20
Reception 40



ANN RYLANDS & TERRACE

Ideal for:

- Small meetings
- Private dining
- Formal interviews
- Drinks receptions
- Summer parties



Maximum Capacity:

Boardroom 10 (Ann Rylands only)

Reception 40

Dinner 60 (terrace only)



CATERING

Food and service is provided by specialist catering partner Company of Cooks who design, plan and cater for all our events with craft, creativity and community. All we do is with an absolute focus on you and your visitors, never missing the detail.

Our Head Chef, Irmantas is a highly experienced professional who is extremely flexible when designing and delivering menus. He would be happy to meet with you prior to your event to create a bespoke menu to fit with the design and flow of your event.

From handcrafted dishes to perfectly balanced menus. From choosing the best boutique suppliers to serving up stellar seasonal cuisine. From creating careers for local people to protecting the planet.

From creative canapes & bubbly or traditional three course dinners, to authentic food stalls inspired by the streets of Korea and Sri Lanka or simply a delicious barbecue with all the trimmings on the outdoor terrace, the Company of Cooks team at 41 Portland Place can offer any style of catering your event requires.





HOLDING DATES & GOING AHEAD

With regards to availability, first option means the date is available and no other clients are provisionally holding the date. Second option means the date is available and another client is already provisionally holding the date but have not yet requested a contract. If you are holding second option and request a contract to secure the date, we would give the first option client 48hrs (two working days) from the time of our email, to either sign a contract or release the date. If they release the date, your hold then moves to first option, and we would require a signed contract from you within 48 hours.

The availability given is valid at the time of this email, please note the availability changes daily and the diary is extremely busy at the moment. Therefore, if you are interested in the venue spaces, please advise if you would like to hold a date and arrange a viewing to see the spaces. We are able to provisionally hold a date for up to one week, at which time I will require an update from you please.

If you would like to go ahead with a booking, please do let your 41 Portland Place event contact know. We will then issue contract documents and a 75% deposit invoice.



MAKE YOUR NEXT EVENT SPECTACULAR

WE WOULD LOVE TO
DISCUSS YOUR EVENT.
PLEASE GET IN TOUCH WITH
OUR FRIENDLY &
EXPERIENCED TEAM WHO
ARE ALWAYS HAPPY TO
HELP.

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