

## A GUIDE TO THE SPECTACLE MAKERS' COURT LUNCHEON

We will be delighted to welcome you to The Worshipful Company of Spectacle Makers and hope that you will enjoy your time with us. Court Luncheons follow a formal pattern. You may find the following information helpful.

The dress code is business dress. This generally means a suit and tie, or smart jacket and trousers or skirt, or a dress with a wrap, jacket or cardigan. Jeans, trainers and leisure wear are not appropriate, even if "designer label".

Apothecaries' Hall is on Black Friars Lane, which is a narrow, cobbled lane. It is not completely pedestrianised so watch out for bikes and motorcycles! We are 3 minutes away from Blackfriars station or about 6 minutes from St Paul's tube station. On Black Friars Lane, you will see a yellow building with a glass door with the Apothecaries' flag above it. That is the main entrance for events at Apothecaries' Hall and there will be someone just inside to welcome you. The timing, 12.30 for 1pm, means you should aim to arrive at, or soon after, 12.30. This gives everyone time to deal with coats and meet friends and colleagues before the formal call into lunch.

Step-free/wheelchair access is via Playhouse Yard. Please call or text **07449 897355** if you are using this entrance so we can provide assistance. Playhouse Yard is also the best place for taxis to set down and pick up passengers. There is a staffed cloakroom on the ground floor where you can leave coats and bags. Toilets are on the ground floor (there is also a wide access toilet at the far end of the Great Hall on the first floor).

Guests will usually be asked to join the receiving line, so each guest can be welcomed personally by the Master and Wardens. The Beadle, our Toastmaster/Master of Ceremonies, will ask for your name and will announce you. You will then move through to chat with others over a glass of sparkling wine or a soft drink. Your host, or one of the Stewards, will look after you during the reception and make sure you know where you will be sitting at lunch. Table plans will be available. Guests will always be placed next to, or opposite, their host. We have a Code of Conduct which is very simple: all we ask is that everyone attending an event shows respect for the people they may meet, and for the Company's traditions.

When The Beadle announces that "Luncheon is served" we move into the Great Hall. Please stay standing at your allocated place. The Company's practice is to clap along with the procession of the Master, Wardens and Visiting Masters. They are the last people to take their places. Once everyone is in place and Grace has been said by the Chaplain, we sit down. Lunch service will begin as close to 1pm as possible, certainly by 1.10.

**Mobile phones should be turned to silent on entry to the Hall. They must NOT be answered or used to call, text, post on social media or take photos during Lunch. A gentle reminder – you should not at any time publish posts on social media which include images of other guests, without their consent.**

Luncheon is a formal served meal with a 3-course set menu with wine and port, or soft drinks, and coffee/tea. There are no choices, and no changes can be made on the day so please advise the Clerk well in advance of any dietary requirements. Dishes which are different from the set menu will be presented for those who have specified a dietary restriction. The Chefs will have been advised of all allergens and restrictions but please ask to speak to the Hall Manager on the day if you have any questions or concerns.

Guests should remain in their seat and not move around during lunch. This is for practical reasons so as not to obstruct the team during a busy lunch service, usually involving between 120 and 140 guests. If you have to leave the room, please move quietly and return to your place without distracting others. There is time during the drinks reception beforehand, or after lunch itself, to meet up with friends or catch fellow guests for a quick word.

The Master leads the Loyal Toast after dessert. Everyone stands and repeats "The King." Coffee will be served and the Master will give a speech, including a welcome to visitors and new Liverymen. It is considered very rude to leave the room when the Master is speaking. The formal proceedings end with the Clerk's Toast, a toast to the Company and all its members. Lunch will finish by 3.30 at the latest.

We ask you please to let us know if plans change and you are no longer able to come to lunch. Arrangements are confirmed with the caterers well before each event and guests should be aware that their host will have paid in advance for them and will not be eligible for a refund if the place cannot be filled at short notice. However, no matter how disappointing it may be, please do not come to the Hall if you are unwell. If, on the day you are ill, delayed, or something happens which means you can't be there, please just call or leave a voice mail message for Jenny on **07449 897355** so we can adjust seating plans etc.

Feel free to call or email us in advance if you have any questions we haven't answered. We will look forward to meeting you and we hope you will enjoy lunch with us.

Helen Perkins, Clerk, The Worshipful Company of Spectacle Makers

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