



The New Club Edinburgh

**Conference and Banqueting
Private Events Information**

2025



INDEX

PAGE No

SUBJECT

3.....	Introduction to arranging a Private Event at the New Club
4-5	Suggested Set Menus
6.....	Scottish Menus
7-9	Private Event Menu Selector
10.....	Canapé Selections
11.....	'Working' or 'Party' Finger Buffet Menu
12.....	Hot Fork/Bowl Food Buffets and Cold Buffet Menu
13.....	Event Breakfast Menus
14.....	Private Event Wine List
15.....	Private Room Hire Rates
16.....	Private Room Capacities
17.....	Audio Visual/Equipment Hire Charges
18.....	Club Location Map
19.....	Private Event Club Rules and Terms and Conditions
20.....	Event Booking Form/Check List



Introduction to arranging a Private Event at the New Club

All event enquiries and bookings should be made directly with the Events Manager, Ms Vanessa Harden: assistantsecretary@newclub.co.uk or direct dial 0131 226 0722.

Event bookings must be made by or on behalf of a Club Member or Reciprocal Club Member.

A number of rooms are available for events – from a small dinner party up to a reception for 200. All private rooms have distinctive décor and offer the perfect setting to suit any event from an intimate family dinner to a large corporate party. The majority of the rooms have the magnificent backdrop of Edinburgh Castle as an unsurpassed view for the enjoyment of guests.

As well as information on menus and wines, please see details on Event Room capacities, Room Hire charges and audio visual equipment charges, dress code and rules at the end of the Event Information Pack.

Please note that as well as the menus and dishes suggested in this pack, our Head Chef is very happy to discuss any ideas or recipes of preference.

As an aid to planning an event, the checklist on page 20 should prove helpful and may also be returned to the Club to confirm a booking.



Suggested Set Menus

A

Sea Trout and Halibut Tian,
Crayfish Jelly with Salad de Maché
and Citrus Oil

*

Confit Leg of Gressingham Duck with Pancetta
and Baby Onions, Somerset Cider Sauce

Roast Potatoes and
Chef's Selection of Vegetables

*

Traditional Crème Brûlée
with Club Shortbread

*

Coffee and Club Mints

£45.00

B

Parfait of Chicken Livers Wrapped in Serrano
Ham, with Chutney & Club Melba Toast

*

Pave of Thai Marinaded Black Bream with
Dressed Mizuna & Rocket Salad, Chervil Aioli

Warm Cornish Potatoes, Butter and Chives
Chef's Selection of Vegetables

*

Prosecco and Seasonal Berry Jelly with
Quenelle of Crème Fraiche & Berry Coulis

*

Coffee and Club Mints

£45.50

C

Oak Smoked Mackerel Rillettes with
Peppercorn and Citrus Dressing, Fennel &
Radish

*

Maize Fed Chicken with Caramelised Apple &
Black Pudding, Granny Smith Coulis

Pressed Anna Potato
Chef's Selection of Vegetables

*

Local Scottish Cheeses served with
Grapes and Pittenweem Oatcakes

*

Coffee and Club Mints

£46.00

D

Terrine of Goats Cheese with Piquillo Peppers,
Balsamic Dressing

*

Breast of Guinea Fowl, Shaw's Haggis and a
Rich Whisky Cream Sauce

Dauphinoise Potatoes
Chef's Selection of Vegetables

*

Classic Club Eton Mess
with Local Berries and Berry Coulis

*

Coffee and Club Mints

£46.50

All Prices Inclusive of VAT



Suggested Set Menus

E

Asparagus and Stilton Salad with Toasted
Hazelnuts and Roasted Fig Salad

*

Whole Roast Quail with Sage & Shallot Stuffing,
Pancetta, Claret and Oyster Mushroom

Confit Potato

Chef's Selection of Vegetables

*

Dark Chocolate and Sea Salt Caramel Torte,
Honey Butterscotch

*

Coffee and Club Mints

£47.50

F

Supreme of Roasted Thai Marinaded Salmon,
Sweet Chilli Sauce & Pea Shoots

*

Barrel Fillet of Beef Served Rossini Style
with a Rich Madeira Jus

Fondant Potatoes

Chef's Selection of Vegetables

*

Warm Open Caramelised Apple Tart with Green
Apple Puree and Crème Fraiche

*

Coffee and Club Mints

£57.50

G

Pave of Sea Bass with Crab and Ginger Crème
Fraiche, Chervil Oil and Baby Shoots

*

Saddle of Sutherland Venison
with a Blackcurrant and Juniper Reduction

Club Potato and Rosemary Presse

Chef's Selection of Vegetables

*

Shot Glass of Bramble Sorbet
with Club Shortbread

*

Plated Stilton and Brie with Grapes,
Club Chutney and Biscuits

*

Coffee and Club Mints

£63.50

H

Rosettes of Loch Fyne Smoked Salmon, Lilliput
Capers and Lemon Oil Dressing

*

Tournedos of Border Beef Fillet, Fricassee of
Woodland Mushrooms and Arran Mustard

Pressed Potato

Chef's Selection of Vegetables

*

Club Claret Jelly
with Double Cream

*

Devils on Horseback

*

Coffee and Club Mints

£68.00

All Prices Inclusive of VAT



Scottish Menus

I

Club Traditional Cullen Skink with Cream and Chives

*

Suprême of Chicken Balmoral with Haggis Stuffing and a Whisky Cream Sauce

Rosemary and Ayrshire Potato Terrine

Baked Skirlie Tomato

*

New Club Cranachan Blairgowrie with Club Shortbread

*

Coffee and Tablet

£44.00

J

Delice of Loch Etive Sea Trout

served with a Rosette of Loch Fyne Salmon and Quail's Egg Salad

*

Collop of Beef Fillet

served with a Rich Wild Mushroom and Drambuie Cream

Rumbledethumps and Skirlie Tomato

*

Shot Glass of Bramble Sorbet

*

Plated Trio of Scottish Cheeses

with Quince Jelly, Club Chutney and Oatcakes

*

Coffee and Fudge

£64.00

All Prices Inclusive of VAT



Private Event Menu Selector

(Please compile your own set menu from the list of dishes)

STARTERS

Bocconcini with French Beans and Heritage Tomato Salad, Pesto Dressing (V).....	£ 9.50
Terrine of Goat's Cheese with Piquillo Peppers, Balsamic Dressing (V)	£ 9.50
Parfait of Chicken Livers wrapped in Pancetta with Apple and Tomato Chutney	£ 8.50
Sea Trout and Halibut Tian, Crayfish Jelly, Salad de Maché and Citrus Oil	£ 9.50
Confit Duck, Guinea Fowl and Apricot Terrine, Pea Shoots and Frisée Salad	£ 9.50
Pavé of Sea Bass with Crab and Ginger Crème Fraîche, Chervil Oil and Baby Shoots	£ 13.50
Suprême of Roasted Thai Marinaded Salmon, Sweet Chilli Sauce & Pea Shoots	£ 9.50
Asparagus & Stilton Salad with Toasted Hazelnuts & Roasted Fig Salad (V)	£ 9.50
Pressed Confit Ayrshire Ham and Pigs Cheek with Chilli Jam, Radish and Frisée	£ 9.50
Oak-Smoked Mackerel Rillettes with Peppercorn and Citrus Dressing, Fennel & Radish	£ 8.50
Rilette of Kiln Smoked Salmon, Lime & Coriander Dressing, Mizuna Pluche & Quails Egg	£ 10.50
Morecambe Bay Potted Brown Shrimps simply served with Lemon and Melba Toast	£ 13.50
Rosettes of Loch Fyne Salmon, Lilliput Capers, Lemon and Olive Oil Dressing	£ 12.50
Local Salmon Served Three Ways with Hummus, Chicory Salad & Watercress Oil	£ 12.50
Roquefort, Spinach & Toasted Walnut Tart, Balsamic Roasted Fig with Baby Shoots (V).....	£ 9.50
Smoked Duck Salad with Mango & Pineapple Salsa, Thai Chilli Style Dressing.....	£ 10.50
Timbale of Prawns & Crayfish in a Lime Crème Fraiche with Micro Coriander Salad	£ 11.50

SOUPS - £6.50

Roasted Butternut Squash and Parsnip with Crème Fraiche & Crisp Sippets (V)
Leek, Onion and Smoked Finnan Haddock, Cream and Chives
Clam, Shrimp and Corn Chowder with Seasonal Vegetables and Pesto
Smoked Ayrshire Ham and Speckled Lentil
Asparagus, Cauliflower and Cashel Blue Cheese with Spring Onions (V)
Broccoli and Stilton Soup, Cream and Chives (V)
Roasted Woodland Mushroom and Thyme, Crisp Herb Croutons (V)
White Onion and Somerset Cider with Toasted Parmesan Flutes
Sweet Potato and Roasted Red Pepper with Coconut Milk and Garden Herbs (V)
New Club Traditional Scotch Broth

All Prices inclusive of VAT



Private Event Menu Selector

(Please compile your own set menu from the list of dishes)

INTERMEDIATE COURSES

A Shot Glass of Sorbet (Green Apple, Berry, Blood Orange, Citrus or Other on request)	£ 7.00
Haggis with Traditional Clap Shot (Chieftain available £50 supplement)	£ 8.00
Baked Crotin of Goat's Cheese, Red Chard Salad, Mizuna Dressing (V)	£ 8.00
Pavé of Red Mullet, Mussel, Garlic and Provençale Vegetable Broth	£ 10.00
Delice of Bream, Brown Shrimp, Lemon and Caper Butter	£ 10.00
Medallion of Salmon Champagne And Pea Velouté	£ 10.50

MAIN COURSES

(All include Chef's Selection of Vegetables and Potatoes)

Fillet of Cod with Herb Crust and Tomato and Mediterranean Vegetable Passata.....	£ 24.00
Supreme of Salmon, Oyster Mushroom, Pak Choi and Edamame Bean Broth.....	£ 24.00
Paupiette of Lemon Sole with Spinach and Crayfish, Prosecco & Thyme Velouté	£ 25.00
Noisette of Old Gloucester Pork with an Oyster Mushroom and Honey Jus.....	£ 21.00
Local Hake wrapped in Serrano Ham with Crushed Vine Tomato and Basil Pesto.....	£ 23.00
Pavé of Thai Marinaded Black Bream with Dressed Mizuna & Rocket Salad, Chervil Aioli	£ 23.00
Roast Salmon Pavé, Broad Bean and Garden Herb Cream Scented with Chardonnay	£ 22.00
Maize-Fed Chicken with Caramelised Apple & Black Pudding, Granny Smith Coulis	£ 23.50
Supreme of Chicken Served with a Leek and Port Wine Sauce	£ 22.50
Breast of Chicken with a Rich Mediterranean Style Tomato & Pepper Passata.....	£ 22.50
Whole Roast Quail, Sage & Shallot Stuffing, Pancetta, Claret & Oyster Mushroom Sauce	£ 25.00
Confit Leg of Gressingham Duck with Pancetta & Baby Onions, Somerset Cider Sauce	£ 22.50
Breast of Guinea Fowl, Shaw's Haggis and a Rich Whisky Cream Sauce	£ 24.00
Carved Rump of Border Lamb, Confit Vine Tomato, Kalamata Olives and Herb Jus	£ 25.50
Seared Cutlets of Border Lamb with Mint Sauce & Redcurrant Jelly.....	£ 25.50
Carved Saddle of Sutherland Venison with a Blackcurrant and Juniper Reduction	£ 29.00
Grilled Fillet Steak, Confit Mushroom & Grilled Beef Tomato, Red Wine & Thyme Sauce.....	£ 35.00
Tournedos of Border Beef Fillet with Fricasée of Woodland Mushrooms & Arran Mustard	£ 35.00
Barrel Fillet of Beef served Rossini Style with a Rich Madeira Jus.....	£ 35.00
New Club Fillet of Beef Wellington-Style with a Rich Madeira Sauce (Min no 12, Max no 30)...	£ 37.00
Game in Season on Request (Pheasant, Partridge, Grouse).....	£ TBC

VEGETARIAN OPTIONS - £20.00

Poached Pumpkin and Sage Tortellini, Vine Tomato Passata & Shaved Pecorino
Butternut Squash and Apricot Tart, Dressed Mizuna and Red Chard Salad (Vegan)
Pea and Seasonal Vegetable Girsol with Basil Pesto and Garlic Cream, with Roasted Parmesan
Poached Beetroot and Goats Cheese Gnocchi with Roasted Cheddar and Chive Cream

All Prices inclusive of VAT



Private Event Menu Selector

(Please compile your own set menu from the list of dishes)

DESSERTS £ 8.50

Club Claret and Raspberry Jelly with Double Cream
New Club Panacotta with Berry Coulis, Vanilla Bean Anglaise & Macron
Warm Open Caramelised Apple Tart, with Green Apple Puree
Prosecco and Seasonal Berry Jelly with Quenelle of Crème Fraîche
Rich Dark Valrhona Chocolate Truffle Torte, Orange and Drambuie Sauce
Traditional Club Crème Brûlée (Plain or Raspberry), Butter Shortbread
Strawberry and Pol Roger Bavaois with a Berry Cream
Sicilian Lemon Tart, Hazelnut and Strawberry Salad, Chantilly Cream
Club Traditional Eton Mess with Local Berries and Berry Coulis
Dark Chocolate and Sea Salt Caramel Torte, Honey Butterscotch
Seasonal Local Berries with Double Cream (May to October)
Baked Berry Cambridge Custard with Grilled Figs

Luca's Sorbet served in a Shot Glass £ 6.00
(Bramble, Green Apple, Elderflower, Raspberry or Lemon)

CHEESE / SAVOURIES

Club Savouries.....	£ 7.50
(Welsh Rarebit, Devils on Horseback, Innis & Gunn and Stilton, Scotch Woodcock)	
Trio of Scottish Cheeses with Club Chutney, and Biscuits	£ 10.50
(Arran Cheddar, Strathdon Blue, Howgate Brie)	
Plated Brie and Club Stilton with Grapes and Biscuits.....	£ 10.50
Coffee and Club Mints	£ 4.50

All Prices inclusive of VAT



Cocktail Party and Canapé Selections

Kettle Crisps and 'Bar Mix' Selection

Per Person £ 4.50

COLD CANAPÉS

Wild Rice and Avocado with Lime Crème Fraîche "Spoons" (V)
Chilli and Coriander Hummus on Toasted Sourdough (V)
Pea, Piquillo Pepper and Spring Onion Frittata with Basil (V)
Tartare of Smoked Salmon with Lemon and Chives on Herb Toast
Pressed Ayrshire Ham Hock with Arran Mustard Terrine, Toasted Brioche
Wild Boar with Apple Chutney on a Toasted Crouton
Prawn and Pineapple with Chervil Dressing on Focaccia
Asparagus wrapped in Pancetta with Maldon Salt and Vinaigrette
Kalamata Olives, Bocconcini and Sun Blush Tomatoes (V)
Vegetable Filo Cups with Red Chili Hummus (V)

HOT CANAPÉS

Thai Chicken Brochette with Smoked Chili Jam
"Basket" of Tempura Prawns, Lebanese Hot Sauce
Wontons in "Bamboo" with Hoi-Sin Dip
Roasted Chipolatas in Honey and Sesame Cracked Pepper
Mino Cottage and Peppered Steak Pies
Cracked Pepper, Chicken and Tarragon-Scented Pies
Club Stilton and Asparagus Tart with Watercress (V)
Rilette of Finnan Haddock with Horseradish Cream on Toast
Crisp Vegetable Dim Sum with Sweet Chilli and Coriander Jam (V)
Wild Mushroom and Wild Garlic Arancini, Pesto Dip (V)
Salsiccia Piccante with Cheddar and Onion Bloomer (V)
Yorkshire Pudding with Beef and Horseradish Crème Fraîche

*Canapé Pricing:

Any 3 for £9.00pp
Any 5 for £15.00pp
Any 7 for £21.00pp

**Canapés: Minimum Min No 20*

All Prices inclusive of VAT



Finger Buffet Menus

A

Mixed Sandwiches and Crisps

Cheese and Pickle (V)
Egg and Cress (V)
Ham and Tomato
Hot Smoked Salmon
Chicken Mayonnaise
Kettle Crisps

*

Tea & Coffee

£16.00pp

B

Working Buffet

Mixed Vegetable Won-Tun, Hoi Sin Dip (V)
Bhaji & Samosas with Raita
Mini Steak and Cracked Pepper Pies
Freshly Cut Selection of Sandwiches (V)
Crisp Chili Chicken, Sweet Chilli Dip
Hot Smoked Salmon on Herb Toast
Garlic and Basil Roasted Ciabatta (V)
Tempura-Style Prawns, Herb Mayonnaise

*

Tea/Coffee and Club Mints

£25.00pp

Working Buffet: Min No 10

C

Party Buffet

Smoked Salmon and Rocket Tortilla Wraps
Haddock Goujons, Cracked Pepper Crust
Duck Rillettes on a Brioche Crouton
Swiss Cheese and Plum Tomato Ciabatta (V)
Stilton and Asparagus Tart (V)
Chicken Pakora with Chilli Dip
Wild Rice and Spring Onion Blinis, Lime Salsa (V)

*

Dark and White Chocolate Profiteroles
Assorted Macarons

*

Tea/Coffee and Club Mints

£30.00pp

Party Buffet: Min No 25

All Prices Inclusive of VAT



Hot Fork and Bowl Food Buffets

ADDITIONAL PASTA FOR VEG OPTION - £3.00PP SUPPLEMENT

HOT DISHES

(Choose any 2)

£30.00pp or
£38.50 with Dessert

Sauté of Beef Piri-Piri with Piquillo Peppers
Casserole of Venison "Bourguignon" Style
Club Chicken Rogan-Josh with Coriander Crème Fraîche
Club Beef Stroganoff, Brandy Crème Fraîche
Woodland Mushroom, Pea and Spring Onion Risotto (V)
Steamed Butternut Squash Tortellini, Pesto and Parmesan Cream (V)
Blanquette of Pork and Oyster Mushroom with Cider and baby Onions
Navarin of Border Lamb with Crushed Tomato and Olive Passata
Salmon, Pea, Courgette and Piquillo Pepper Kedgeree with soft hens egg
Grilled Border Pork and Leek Sausages, Onion and Red Wine Gravy
Braised Chicken Cacciatore (Olives and Sun blush Tomato)
Penne Pasta with Crushed Vine Tomato and Basil Passata, Roasted Parmesan (V)
Ragoût of Local Lamb with Garlic and Garden Herbs
Chicken with an Oyster Mushroom and Tarragon Cream Sauce

Side Dishes

(Choose any 2)

Tossed Mizuna and Rocket Salad
Chota-Style Naan Bread
Pilau Rice
New Potatoes, Butter, and Chives
Buttered Herb Noodles
Garlic Ciabatta Balls
Pressed Vegetable Gratin
Dauphinoise-Style Potatoes
Mustard and Cumin Baby Roast Potatoes

Desserts/Cheese

(Choose 1)

Raspberry Crème Brûlée with Shortbread
Club Salted Chocolate Tart, Crème Fraîche
All Butter Lemon Tart, Strawberry Salad
Warm Open Apple Pie with Double Cream
Scottish Cheeses with Chutney and Oatcakes

Above Prices include Crusty Bread, Tea/Coffee and Club Mints

**Fork Buffet: Min No 25*

All Prices Inclusive of VAT



Private Room Breakfast Menus

(Available between 7.30 – 9.30am)

A

'Light' Breakfast

£ 15.00pp

Freshly Squeezed Orange Juice

Croissants and Bacon Rolls

Tea and Coffee

B

'Full' Breakfast *

£20.00pp

Freshly Squeezed Orange Juice

Croissants and Morning Rolls

Tea and Coffee

From the Buffet

Bacon, Sausages, Tomato, Scrambled Eggs and Beans

**Full Breakfast: Min No 25*

All Prices Inclusive of VAT



Private Event Wine List

The Club wines are selected by blind tastings held at regular intervals by the Wine Committee.
The criteria are quality and structure, and all these wines offer excellent value

SPARKLING AND CHAMPAGNE

- Club Prosecco (Villa Sandi, Millesimato)**..... £ 36.00
First class Prosecco, an ideal aperitif (11% ABV)
- Club Sparkling Wine (Cremant du Jura, Tissot-Maire)**..... £ 37.00
A very good dry, fresh and fruity sparkling wine (12% ABV)
- Champagne (Sarcey, Justerini & Brooks N.V)**..... £ 50.00
Classic style from this renowned wine merchant
- Club Champagne (Pol Roger, Brut N.V)**..... £ 70.00
Excellent value Champagne from this long established and famous house (12.5% ABV)

WHITE/ROSE

- Club White (Duffour Père et Fils 2023, Côtes de Gascogne)**..... £ 25.20
Fresh and fruity with citrus aromas, from Gascony (11% ABV)
- Club White Burgundy (Macon Uchizy, Talmard 2023)**..... £ 36.00
Classic Chardonnay from one of Burgundy's most fastidious producers (13% ABV)
- Club Chablis (Prieuré St Côme 2023)**..... £ 37.50
Light and refreshing with crisp, clean Chardonnay fruit (12.5% ABV)
- Club Rose (Domaine Montrose Pays d'Oc 2023)**..... £ 25.20
Light on the palate with delicate floral notes (12.5% ABV)
- Club Dessert Wine (Château Montmirail 2019 Muscat)**..... * ½ Bottle *£ 29.00
Luscious and rich, packed with fruit (15% ABV)

RED

- Club Red (Domaine Montrose, Pays d'Oc 2023)**..... £ 25.20
Fresh and well balanced from this Languedoc estate (12.5% ABV)
- Club Vintage Claret (Château La Grande Maye 2016)**..... £ 36.00
Richer, full-bodied Claret, very well balanced (14.5% ABV)
- Club Rhône (Château Mont-Redon 2021)**..... £ 31.50
Robust and peppery, this is better suited to stronger dishes (14% ABV)
- Club Red Burgundy (Domaine du Beauregard 2023)**..... £ 37.50
Classic style showing fine cherry flavours, full bodied and powerful 13.0% ABV)
- Club Tawny Port (KOPKE N.V)**..... £ 40.00
A fine example from this well-established house (20% ABV)
- Club Port (Graham L.B.V)**..... £ 45.00
Renowned quality from one of the most respected names in the port trade (20% ABV)

All Prices Inclusive of VAT



Private Room Hire Rates 2025

Room	Function	Room Hire Member Private *	Room Hire Member Official *
Business Room	Lunch/Dinner/Day Event	£125.00	£150.00
Members Bar	Dinner/Cocktail Event	£175.00	£250.00
Library (and Card Room)	Lunch/Dinner/Day Meeting	£275.00	£350.00
Ramsay Room (and 3rd Landing Bar)	Lunch/Dinner/Day Meeting	£275.00	£350.00
Glencairn Room	Lunch/Dinner/Cocktail/Theatre	£375.00	£450.00
Castle Room	Lunch/Dinner/Cocktail Event	£375.00	£500.00
Long Room	Lunch/Dinner/Cocktail/Theatre	£550.00	£1,000.00
Members Dining Room (and Morning Room)	Dinner Only Event	£1,100.00	£2,000.00

*Member Private – Event paid by a Club/Reciprocal Member

*Member Official – Business/company event paid by a Club/Reciprocal Member

CHARITY EVENTS

The *Member Private rate applies to all registered Charity Events

SUNDAY EVENTS

The *Member Official rate applies to all Sunday (Lunch Time only) Events

Late function bars until (last orders) 12.30am incur an additional fee of £200; depart by 1am

All Prices Inclusive of VAT



Private Room Capacities

FIRST FLOOR

THE EDINBURGH ROOM

Dimensions: 42' x 17' Capacity: **34 for Dinner**
(Dinner only - not available for lunch)

SECOND FLOOR

THE BUSINESS ROOM

Dimensions: 15' x 15' Capacity: **8 for Meetings/Lunch/Dinner**

THE LIBRARY

Dimensions: 25' x 16' Capacity: **18 for Lunch/Dinner**

THE CASTLE ROOM

Dimensions: 30' x 17' Capacity: **40 for Lunch/Dinner**
80 for Cocktails

THE GLENCAIRN ROOM

Dimensions: 29' x 18' Capacity: **32 for Lunch/Dinner**
50 for Cocktails
45 Theatre Style

THIRD FLOOR

THE RAMSAY ROOM

Dimensions: 30' x 17' Capacity: **24 for Lunch/Dinner**
50 for Cocktails
(Dinner only – not available for lunch)

THE LONG ROOM

Dimensions: 25' x 16' Capacity: **75 for Lunch/Dinner**
150 for Cocktails
(Available for Dinner only on Weekdays)

Note:

*Except for the Edinburgh Room on the first floor,
all the above rooms have an outlook towards the Castle.*



Audio Visual Equipment Hire Charges

In House Equipment

Data projector and 6' Screen	£ 80.00
Laptop.....	£ 50.00
Flip Chart and Paper/Pens.....	£ 30.00
2 Speaker Microphone System.....	£125.00
6' Screen	£ 35.00

Additional Services

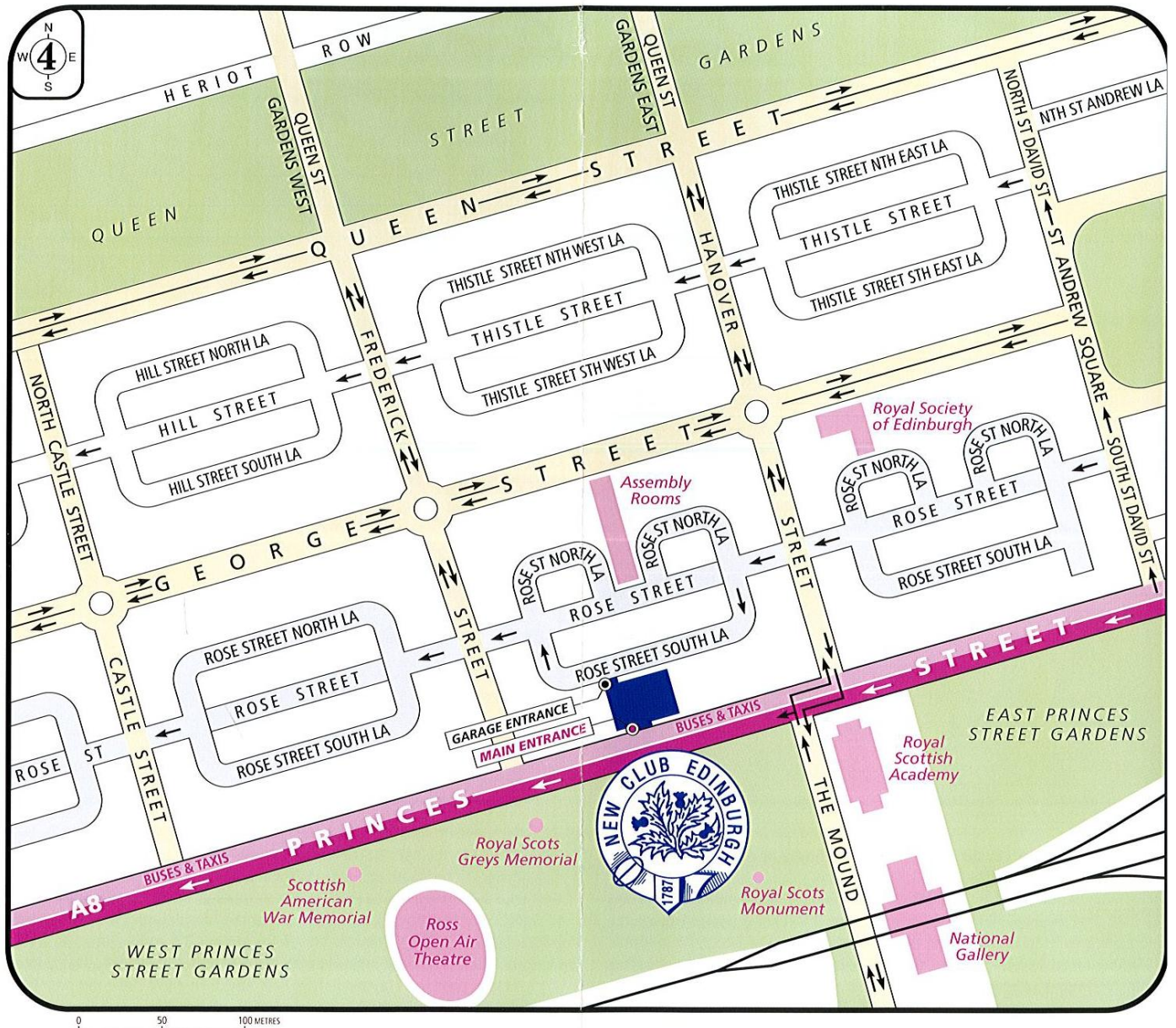
The printing of private event menus, place cards and table plans is included, if required, by the Club at no extra charge.

Flower displays, table flowers, balloons and extra lighting may also be arranged through the Club at an additional cost.

All Prices inclusive of VAT



Club Location Map



Car Parking: There is no east-bound traffic allowed in Princes Street except for buses and taxis, thus the only approach is down The Mound or from George Street into Hanover Street. You will then need to turn into Rose Street and then turn immediately left into Rose Street South Lane.

Halfway along Rose Street South Lane you will see a building overhang. There is a large metal Garage gate with prominent '86' signs on the entrance columns. Please use the intercom on the right-hand side beneath the '86' sign and a Porter will come down to let you into the Garage.



Private Event and Club Rules

Please note to avoid any confusion or embarrassment the following Club Rules apply in regard to Events at the Club:

- **Dress Code**: For gentlemen this is jacket and tie. In addition, the wearing of jeans, T-shirts, training/sports shoes is not permitted.
- **Mobile Phones**: The use of mobile phones is not permitted in any public area of the Club.
- **Smoking**: This is not permitted anywhere in the Club other than the 3rd Floor Balcony area.
- **Members Areas**: Guests attending an event should proceed as instructed by the Front Desk staff to the Private Room and are not permitted to enter other areas of the Club used by Club Members.
- **Function Guests**: The Club reserves the right to refuse entry or ask a guest to leave if their conduct or dress is unsatisfactory.

Private Event Terms and Conditions

- **Booking**: All Event Bookings must be made by or through a Club Member or a Reciprocal Club Member.
- **Confirmation**: All bookings must be confirmed in writing (letter or e-mail) to the Events Manager.
- **Room Hire**: Room Hire Charges apply to all events with reduced rates for charity events.
- **Staff Fund**: It is the Club policy to add a **discretionary** 10% gratuity for the Staff Fund on all event invoices.
- **Cancellations**: Late cancelled events (within 10 days of the event) may be subject to charges at the discretion of the Club Secretary.
- **Payment**: Invoices for private events are sent via email and settlement is required on receipt of invoice.



Event Booking Form

As an aid to planning an event, the checklist below should prove helpful and may also be returned to the Club to confirm a booking.

Members/Company Name:

Address:

.....

Club:

Contact Name:

Telephone No:

Proposed Type of Event:

(i.e. Lunch, Dinner, Meeting, Cocktail Party)

Date:

Timings:

Preferred Private Room:

Approximate Numbers Attending:

MENU

SELECTION:

.....
.....
.....
.....
.....

DRINKS / WINE REQUIREMENTS:

.....
.....
.....

ADDITIONAL REQUIREMENTS:

Audio Visual Equipment:

.....

Flowers: Yes / No

Table Plan/Name Cards: Yes / No