



# **The New Club Edinburgh**

**Conference and Banqueting  
Private Events Information**

**2024**



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## Introduction to arranging a Private Event at the New Club

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All event enquiries and bookings should be made directly with the Events Manager, Colin Cameron: [c.cameron@newclub.co.uk](mailto:c.cameron@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

\*

Noisette of Old Gloucester Pork with an Oyster  
Mushroom and Honey Jus

Roast Potatoes and  
Chef's Selection of Vegetables

\*

Traditional Crème Brûlée  
with Club Shortbread

\*

Coffee and Club Mints

**£41.50**

### B

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

\*

Pave of Grilled Sea Bass with Dressed Mizuna  
and Rocket Salad, Chervil Oil & Lemon Aioli

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

\*

Champagne and Seasonal Berry Jelly with  
Normandy Crème Fraiche & Berry Coulis

\*

Coffee and Club Mints

**£42.00**

### C

Supreme of Thai Marinaded Salmon,  
Sweet Chili Sauce and Pea Shoots

\*

Confit Leg of Gressingham Duck with Pancetta,  
Woodland Mushroom & Thyme Scented Sauce

Pressed Anna Potato  
Chef's Selection of Vegetables

\*

Local Scottish Cheeses served with  
Grapes and Pittenweem Oatcakes

\*

Coffee and Club Mints

**£43.00**

### D

Terrine of Goats Cheese with Piquillo Peppers,  
Balsamic Dressing

\*

Roast Supreme of Guinea Fowl  
with an Oyster Mushroom and Whisky Velouté

Dauphinoise Potatoes  
Chef's Selection of Vegetables

\*

Classic Club Eton Mess  
with Local Berries and Berry Coulis

\*

Coffee and Club Mints

**£44.00**

***All Prices Inclusive of VAT***



## Suggested Set Menus

### E

Asparagus and Stilton Salad with Toasted  
Hazelnuts and Roasted Fig Salad

\*

Stuffed Quail with Apricots and Raisins,  
Portobello Mushroom and Sherry Cream

Confit Potato

Chef's Selection of Vegetables

\*

Dark Chocolate and Toffee Parfait with  
Berry Coulis and Vanilla Bean Anglaise

\*

Coffee and Club Mints

**£45.00**

### F

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

\*

Entrecote of Sirloin  
with Classic Club Chasseur Sauce

Fondant Potatoes

Chef's Selection of Vegetables

\*

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

\*

Coffee and Club Mints

**£50.00**

### 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

**£55.00**

### 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

**£64.00**

*All Prices Inclusive of VAT*



## Scottish Menus

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### 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

**£42.00**

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### J

Delice of Loch Etive Sea Trout

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

\*

Haggis Wi' Traditional Clapshot,  
and a Dram of Club Whisky

\*

Collops 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

**£62.00**

***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 Marinated 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
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***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).....	£ 6.00
Haggis with Traditional Clap Shot (Chieftain available £50 supplement) .....	£ 7.00
Baked Crotin of Goat's Cheese, Red Chard Salad, Mizuna Dressing (V) .....	£ 7.00
Pavé of Red Mullet, Mussel, Garlic and Provençale Vegetable Broth .....	£ 9.00
Delice of Bream, Brown Shrimp, Lemon and Caper Butter .....	£ 9.00
Medallion of Salmon Champagne And Pea Velouté .....	£ 9.50

### MAIN COURSES

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

Paupiette of Lemon Sole with Spinach and Crayfish, Prosecco & Thyme Velouté .....	£24.00
Noisette of Old Gloucester Pork with an Oyster Mushroom and Honey Jus .....	£20.00
Local Hake wrapped in Serrano Ham with Crushed Vine Tomato and Basil Pesto.....	£22.00
Pavé of Thai Marinaded Sea Bass with Dressed Mizuna & Rocket Salad, Chervil Aioli .....	£22.00
Roast Salmon Pavé, Broad Bean and Garden Herb Cream Scented with Chardonnay.....	£21.00
Maize-Fed Chicken with Caramelised Apple & Black Pudding, Granny Smith Coulis .....	£22.50
Supreme of Chicken Served with a Leek and Port Wine Sauce.....	£21.50
Breast of Chicken with a Rich Mediterranean Style Tomato & Pepper Passata.....	£21.50
Whole Roast Quail, Sage & Shallot Stuffing, Pancetta, Claret & Oyster Mushroom Sauce .....	£22.50
Confit Leg of Gressingham Duck with Pancetta & Baby Onions, Somerset Cider Sauce .....	£21.50
Breast of Guinea Fowl, Shaw's Haggis and a Rich Whisky Cream Sauce.....	£22.50
Carved Rump of Border Lamb, Confit Vine Tomato, Kalamata Olives and Herb Jus.....	£24.50
Seared Cutlets of Border Lamb with Mint Sauce & Redcurrant Jelly .....	£24.50
Carved Saddle of Sutherland Venison with a Blackcurrant and Juniper Reduction .....	£28.00
Entrecote of Sirloin served with a Classic Club Chasseur Sauce.....	£30.00
Grilled Fillet Steak, Confit Mushroom & Grilled Beef Tomato, Red Wine & Thyme Sauce.....	£34.00
Tournedos of Border Beef Fillet with Fricasée of Woodland Mushrooms & Arran Mustard.....	£34.00
Barrel Fillet of Beef served Rossini Style with a Rich Madeira Jus .....	£34.00
New Club Fillet of Beef Wellington-Style with a Rich Madeira Sauce .....	£36.00

*(Carved in your suite – Min no 12, Max no 30)*

### 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 Girasol 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)*

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### 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

<b>A</b>	<b>B</b>
<p><b>Mixed Sandwiches and Crisps</b></p> <p>Cheese and Pickle (V) Egg and Cress (V) Ham and Tomato Hot Smoked Salmon Chicken Mayonnaise Kettle Crisps * Tea &amp; Coffee</p> <p><b>£15.00pp</b></p>	<p><b>Ploughman's Platter</b></p> <p>Vale of Mowbray Veal and Ham Pie Mature Local Cheddar Soft Hens Egg Club Slaw, Chutney, and Crusty Bread</p> <p style="text-align: center;">*</p> <p>Tea &amp; Coffee</p> <p><b>£18.50pp</b></p>
<b>C</b>	<b>D</b>
<p><b>Working Buffet</b></p> <p>Mixed Vegetable Won-Tun, Hoi Sin Dip (V) Bhaji &amp; 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</p> <p><b>£24.00pp</b></p> <p><i>Working Buffet: Min No 10</i></p>	<p><b>Party Buffet</b></p> <p>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</p> <p><b>£28.00pp</b></p> <p><i>Party Buffet: Min No 25</i></p>

**All Prices Inclusive of VAT**



## Hot Fork and Bowl Food Buffets

ADDITIONAL PASTA FOR VEG OPTION - £3.00PP SUPPLEMENT

### HOT DISHES

(Choose any 2)

**£29.00pp** or  
**£37.50 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)*

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**A**

### **'Light' Breakfast**

**£ 15.00pp**

Freshly Squeezed Orange Juice

Croissants and Bacon Rolls

Tea and Coffee

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**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)** ..... £ 34.00  
First class Prosecco, an ideal aperitif (11% ABV)
- Club Sparkling Wine (Cremant du Jura, Tissot-Maire)** ..... £ 35.00  
A very good dry, fresh and fruity sparkling wine (12% ABV)
- Champagne (Sarcey, Justerini & Brooks N.V)**..... £ 40.00  
Classic style from this renowned wine merchant
- Club Champagne (Pol Roger, Brut N.V)**..... £ 60.00  
Excellent value Champagne from this long established and famous house (12.5% ABV)

### WHITE/ROSE

- Club White (Picpoul de Pinet, Jadix 2022)** ..... £ 24.00  
Light and crisp with light acidity, from Languedoc (13% ABV)
- Club White Burgundy (Macon Uchizy, Talmard 2022)** ..... £ 34.50  
Classic Chardonnay from one of Burgundy's most fastidious producers (13% ABV)
- Club Chablis (Prieuré St Côme 2021)**..... £ 34.50  
Light and refreshing with crisp, clean Chardonnay fruit (12.5% ABV)
- Club Rose (Domaine Montrose Pays d'Oc 2022)** ..... £ 24.00  
Light on the palate with delicate floral notes (12.5% ABV)
- Club Dessert Wine (Château Montmirail 2019 Muscat)**..... \* ½ Bottle \*£ 26.25  
Luscious and rich, packed with fruit (15% ABV)

### RED

- Club Red (Domaine Montrose, Pays d'Oc 2022)** ..... £ 24.00  
Fresh and well balanced from this Languedoc estate (12.5% ABV)
- Club Vintage Claret (Château La Grande Maye 2016)**..... £ 34.50  
Richer, full-bodied Claret, very well balanced (14.5% ABV)
- Club Rhône (Château Mont-Redon 2021)**..... £ 30.00  
Robust and peppery, this is better suited to stronger dishes (14% ABV)
- Club Red Burgundy (Hautes Côtes de Beaune, Rollin 2020)** ..... £ 35.40  
Classic style showing fine cherry flavours, full bodied and powerful 12.5% ABV)
- Club Tawny Port (KOPKE N.V)**..... £ 37.50  
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 2024

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

***All Prices Inclusive of VAT***







## Audio Visual Equipment Hire Charges

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### 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.

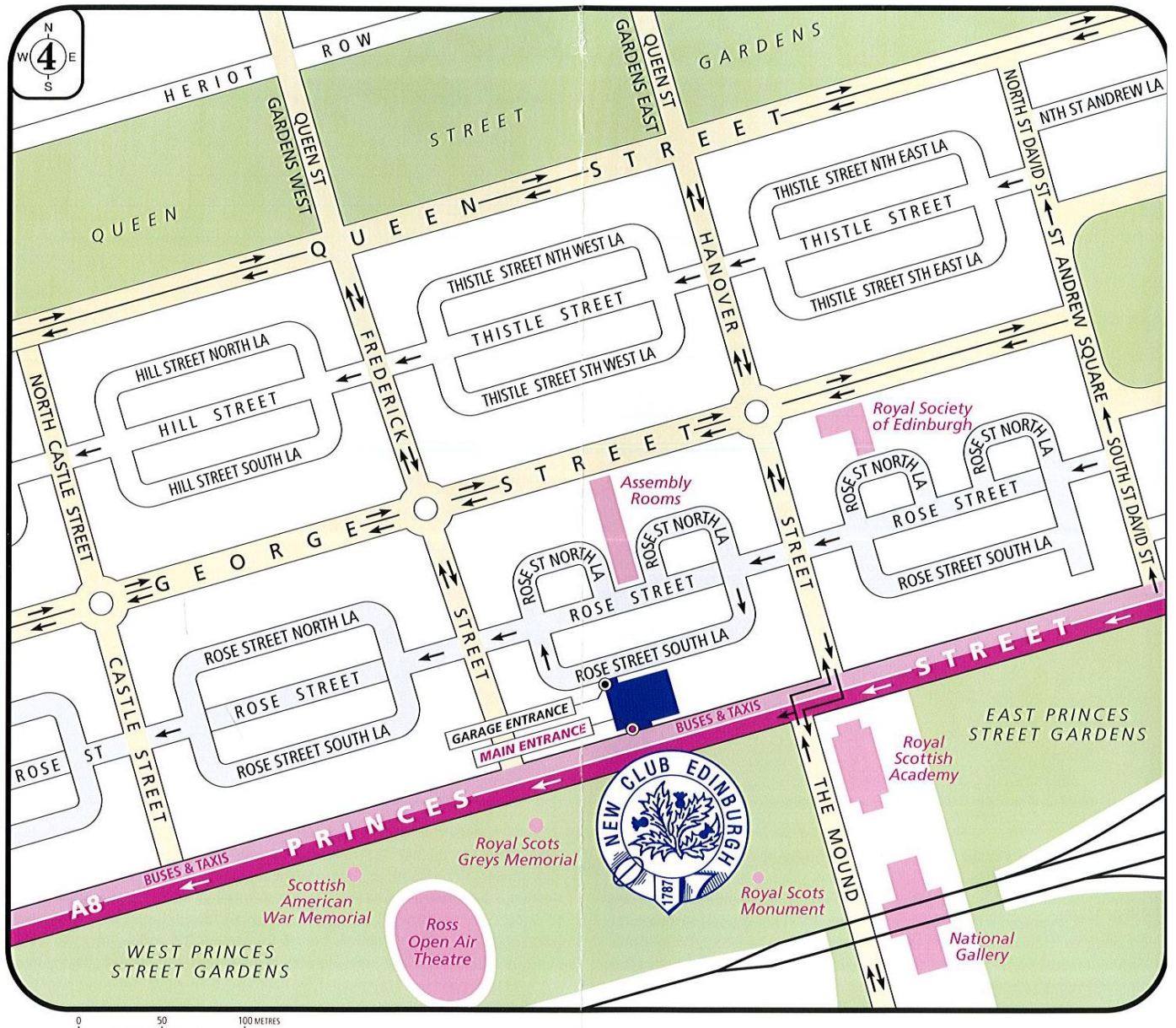
Flower displays, table flowers, balloons and extra lighting may also be arranged through the Club at an additional cost.

The Events Manager is also happy to offer advice and contact details for bands, DJs, singers and pipers.

***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

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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 3<sup>rd</sup> 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 posted out 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