



# Conference and Banqueting

## Arranging a Function at the New Club

All function enquiries and bookings should be made directly with the Functions Manager. As well as the menus and dishes suggested in this brochure, our Head Chef is very happy to discuss any ideas or recipes of preference.

If required, a full range of slide and overhead projectors, screens, flipcharts and PA systems are available for hire. Flower displays and table flowers may also be arranged through the Club at an additional cost. The printing of menus, name cards and table plans is included in the service provided by the Club at no extra charge.

As an aid to planning a function the checklist on the back of this page should prove helpful, and may also be returned to the Club to confirm a booking.

\* Please note

1. All bookings/cancellations must be confirmed in writing.
2. Cancelled functions may be subject to a cancellation charge.
3. Room hire charges apply to all functions, with reduced rates for charity events.
4. It is our normal policy to add a **discretionary** 10% to the staff fund on all function invoices.

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The New Club

86 Princes Street, Edinburgh, EH2 2BB Tel: 0131 226 4881 Fax: 0131 225 9649



# Function Booking Form

Members/Company Name: .....

Address: .....

..... Club: .....

Contact Name: ..... Telephone No:.....

Proposed Type of Function:..... Date: .....

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

Approximate Nos Attending:  Timings: .....

Preferred Function Room: .....

## Menu Selection:


## Drinks/Wine Requirements:


## Additional Requirements:

Audio Visual Equipment: .....

Flowers: Yes/No

Table Plan/Name Cards: Yes/No

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