



## 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.



## 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:.....

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DRINKS / WINE REQUIREMENTS:.....

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### ADDITIONAL REQUIREMENTS:

Audio Visual Equipment: .....

Flowers: Yes / No

Table Plan/Name Cards: Yes / No