

# Function Pack

## Newcastle Conservative Club

Working together with

## Seamont Catering



# Newcastle Conservative Club



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The Secretary

John A Pedder MBE

## PRIVATE FUNCTIONS

Thank you for your interest in booking your private function at the Club. This information pack should answer all of your questions. If not please consult with the Stewardess for room hire, or for catering information directly with our Caterers, Elaine and Brenda.

Room hire requires a 50% deposit to confirm the booking with the remainder to be paid a minimum 14 days in advance of the booking. Cancellations within 14 days of the booking will forfeit the deposit.

In accordance with our license and policy, we require you to comply with the following items.

1. The ballroom facilitates parties of up to 80 persons and the Concorde Lounge to 40 persons
2. **SMOKING IS AGAINST THE LAW INSIDE THE CLUB.**
3. Guests leaving the club to smoke must ask for re-entry using the intercom on the outside door labelled "function suite." guests must identify themselves before the door will be released by the bar staff. Please do not use the club entrance.
4. **A nominal role of persons attending the function who are not members of the Club is required 5 days prior to the event.**
5. The organiser of the event will be responsible for ensuring that the behaviour of their guests is not likely to cause damage to Club property or premises, or compromise the safety and enjoyment of others.
6. Guests at a Private Function are expected to have vacated the Club by midnight unless a later time has been agreed.
7. Persons under the age of 18 years cannot purchase or consume alcoholic beverages.
8. Children under the age of 16 years are to be supervised by a parent or responsible adult at all times.
9. All alcohol, soft drinks, or other beverages consumed are to be purchased from the Club and are not to be consumed outside.
10. Function organisers are to ensure that visiting entertainers equipment has a current PAT tested certificate.

## CATERING

**10. The Club Caterers are the only permitted suppliers of food on the premises.** The organiser of a function is **NOT** permitted to self-cater or to bring in food supplied by another caterer. Please see the enclosed choice of buffet menus. Please discuss all catering requirements directly with the Caterers.

A catering deposit of £25.00 is required for buffets, refundable from the total cost. In the event of cancellation within two weeks of the event, this deposit is not refundable.

Approximate maximum numbers for function catering must be confirmed two weeks in advance of the event. It is appreciated that numbers can change and the Caterers are willing to make minor adjustments after that date if informed in writing.

Newcastle Conservative Club

Function

FEED BACK

Thank you for booking your function at the Conservative Club. We aim to give you excellent service, excellent food and drinks and excellent value. It is always helpful to receive feed back and would appreciate it if you could find the time to return this report direct to the Secretary as soon as possible after your event.

**If you were dissatisfied, please tell us.** If you were satisfied, please tell others who may be looking for a venue for their function.

Organiser .....	Function date .....
Was the Club able to meet all of your requirements? If not, please provide details,	Yes / No.
How would you grade the service and attitude of the Staff? If 5 or less please comment	Excellent 9 8 7 6 5 4 3 2 1 Unsatisfactory.
How would you grade the Catering? If 5 or less please comment	Excellent 9 8 7 6 5 4 3 2 1 Unsatisfactory.
Value for Money? If 5 or less please comment	Excellent 9 8 7 6 5 4 3 2 1 Poor.
Do you have any other comment.	

We hope that you enjoyed holding your event at the Club and thank you for your custom.

Secretary

## FUNCTION BOOKING FORM

Please complete this booking form and return it to the Stewardess. A 50% room hire charge and a £25.00 catering deposit must be paid on booking. It is regretted that a booking cannot be confirmed unless these payments have been made.

The remainder of the hire charge must be paid a minimum of fourteen days prior to the date of the function. In the event of cancellation less than fourteen days prior to the date, catering and room hire deposits will not be refunded.

PLEASE NOTE THAT, AS THE CATERING IS A FRANCHISE, PAYMENT FOR FOOD MUST BE MADE SEPARATELY TO THE ROOM HIRE AND NOT MADE PAYABLE TO THE CLUB.

### HIRE CHARGES

	Member	Non-Member	
Ballroom and Bar	£50.00	£120.00	(including Council Licence fee)
Concorde Lounge	£25.00	£80.00	(including Council Licence fee)
Churchill Lounge	£12.00	£25.00	
Wedgewood Room	£8.00	£12.00	

If you are not a club member, why not take this opportunity to apply to join? If accepted, you would then benefit from members rates and enjoy the benefits of membership for the remainder of the year...

Name of Organiser ( <b>Please Print</b> )	Club Member YES / NO
Address (Please print)	Date of Function
	Time
Email address	Room(s) Required
Contact telephone number(s)	Number of Guests
Signature	Nature of Function
Date	

### CATERING REQUIREMENTS (See attached Buffet Menus)

Selected Menu            *(Please circle the Buffet Menu number)*

1      2      3      4

Please discuss any additions to the menu, sweets or any specific dietary requirements required, with the Club Caterers who will be only too happy to facilitate your needs.