



Baby Shower and Christening

Congratulations on the expected or recent arrival of your new baby

Linden House is a very relaxing as well as private place to hold your Baby Shower or Christening celebration. We are also ideally located and easy to find with plenty of free car parking.

We are able to offer:

- *Exclusive use of a function room suitable in size with a variety of table layouts*
- *Dedicated bar facilities*
- *Choice of menus to suit all requirements (see also Private Functions)*
- *Background music or CD unit*
- *Colour coded serviettes and tableware*
- *Cake stand and knife*
- *High chairs if necessary*

The standard package preferred by many of our customers is:



*Assorted sandwiches comprising of
Ham/Egg or Tuna Mayonnaise/Cheese
Vegetarian Samosas
Sausage Rolls
Spicy Potato Wedges
Crisps and Popcorn*

Freshly brewed Tea or Coffee

Priced at £8.50 per person

If you would prefer a more comprehensive menu arrangement please refer to our buffet options in the menu selector.

Booking Procedure

Before the function

- 1. Organiser enquires about function rooms and availability and is invited to view the premises. A second visit may be necessary where other members of the family may wish to view the facilities.*
- 2. Organiser agrees a suitable date with Linden House and completes a booking form. A non refundable deposit is required in the sum of £100.00 to secure the booking.*
- 3. Brief discussions between the two parties will highlight the basic details of the function including the chosen menu package and price.*
- 4. Linden House will confirm the booking in writing, by letter or e mail, accompanied by a function schedule for guidance.*
- 5. Two weeks prior to the function the organiser must ensure that all relevant information has been provided. One week prior to the function final numbers must be provided along with any proposed table plan.*

6. *Linden House will confirm the information provided by the organiser in a letter or e mail. A final schedule will now be issued and if required a pro forma invoice can be produced.*
7. *The organiser is required to pay the balance of the function, as shown on the final schedule, ONE week prior to the function.*
8. *If payment is by personal cheque then payment will be required TWO weeks prior to the function date. Payment can also be made by BACS, in cash and by debit or credit card either in person or over the telephone.*
9. *Linden House will then confirm all details and payments made.*

IMPORTANT NOTE

It is extremely important that the organiser examines the details of the final schedule very carefully, as this will form the basis of the agreement. There can be no further changes after this date.

10. Room Hire Charges

- *If the scheduled duration of an event exceeds 5.5 hours a room hire charge will apply. This will be calculated according to the table below. This charge will apply for part hours as well as full hours.*
- *If the duration of the function is 5.5 hours or less then room hire charges will NOT apply.*
- *The duration of the function does NOT include set up time or packing up time. Please see Duration of Event and Vacating Premises.*

<i>Suite</i>	<i>1 - 5.5 hours</i>	<i>5.5 hours +</i>
<i>Tettenhall Suite</i>	<i>FREE</i>	<i>£75 per hour</i>
<i>Linden Suite</i>	<i>FREE</i>	<i>£50 per hour</i>
<i>Newbridge Suite</i>	<i>FREE</i>	<i>£25 per hour</i>

On the day

- 11. On the day of the event the function room will be made available to the organiser at the earliest opportunity to arrange table decorations, flowers, gifts etc. Please note the room will be laid out in accordance with the schedule.*
- 12. We cannot accept instructions from any person, on the function date, other than the organiser.*
- 13. Our bars will be open on arrival with suitable areas designated for any pre arranged reception drinks or wine orders.*
- 14. It is customary for Linden House to display an appropriate Table Plan in the foyer for guests to acquaint themselves with seating arrangements.*
- 15. Approximately five minutes before the scheduled meal time the organiser will be advised that food service is due to start. Linden House Management will then invite guests to enter the function room.*
- 16. Linden House staff will advise guests of the procedure for ordering wine. The bar will remain open throughout the meal for guests preferring a more informal drinks service.*
- 17. All bookings are subject to Linden House "terms and conditions" - see General Information*



For further information please contact:

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