



Caribbean Functions Caribbean Functions

Thank you for your interest in Linden House in respect of your forthcoming function.

Linden House has been holding Caribbean Functions since 2005 including wedding receptions, birthday parties and funerals.

Over time we have learnt to appreciate the various cultures and traditions enabling us to devise suitable packages.

FOUR options available -

The FOUR options available have been carefully designed to satisfy your exact requirements and include:

- *Exclusive use of a function room suitable in size with designated bar area*
- *Food carefully prepared by our experienced chef's here at Linden House*
- *Staff to display, serve and clear the food*
- *All tables, linen cloths, colour co-ordinated napkins, crockery, cutlery, some table decorations and wine glass – other glasses can be provided by agreement for a small additional charge*
- *Management and supervision throughout the event*

You can provide

- *Your own DJ or entertainment (Linden House policy on volume levels must be strictly adhered to - See General Conditions. In the interests of other users of the building restrictions may apply to music/entertainment before 7.30pm in the Tettenhall Suite*
- *Your own decorations - balloons, table decorations etc.*

IMPORTANT NOTE - *we do NOT permit small metal confetti, confetti canons or indoor fireworks.*

Caribbean Buffet

The following dishes are presented in hot chafing dishes and served 'buffet style' by Linden House staff. Soup is served directly to the table.

Option A (Main Course)

*Curried Goat
or
Southern Fried Chicken

Plain Rice (25%)
Rice & Peas (75%)
Coleslaw
Salad Platter/Seasonal Vegetables
Hardough Bread*

£9.95 per person

Option B (starter and main course)

Option One + Vegetable Soup served to the table with warm rolls

£11.95 per person

Option C (Main course + dessert)

Option One with both Curried Goat and Chicken dishes available but with the addition of a dessert.

Warm Apple Pie with Custard, Cream or Ice Cream

£12.95 per person

Option D (starter, main course and dessert)

Vegetable Soup with warm rolls

Curried Goat, Southern Fried Chicken with Rice & Peas/Boiled White Rice/Coleslaw Salad/Roast & Boiled Potatoes/Vegetables/Hardough Bread

Apple Crumble served with Ice Cream or Custard/ Fresh Fruit Salad

£14.95 per person

Additional items and prices

<i>Boiled Rice</i>	<i>75p per person</i>
<i>Rice & Peas</i>	<i>95p per person</i>
<i>Dumplings</i>	<i>95p per person</i>
<i>Fried Fish (Hake)</i>	<i>£1.95 per person</i>
<i>Southern Fried Chicken</i>	<i>£1.95 per person</i>
<i>Plantain</i>	<i>75p per person</i>
<i>Homemade Chunky Sweet Potato Wedges</i>	<i>75p per person</i>
<i>Freshly Brewed Tea or Coffee & Mints</i>	<i>£1.75 per person</i>

The main course in the above four options can be served to the table rather than served buffet style if required. However, an additional charge will apply.

A drinks package comprising a welcome drink, wine and toast wine is available with these four options if required (please ask for details).

Choice of juice available in jugs on the tables

£3.50 per jug

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. *The bars usually close at midnight with dancing finishing at 12.30am. During this time Linden House staff will continue to service the tables and room.*
18. *At 12.30am organisers and their guests are expected to vacate the premises.*
19. *All bookings are subject to Linden House "terms and conditions" see General Information*



For further information please contact:

Linden House, Conference & Function Suites
211 Tettenhall Road, Wolverhampton, WV6 0DD

Telephone: 01902 753743

E mail: linden-house@btconnect.com