



Conference & Seminars

Linden House is the ideal venue for your function. We are easily accessible from all parts of the Wolverhampton area with car parking for 80 plus cars. We can offer the choice of THREE function rooms which are all situated on the ground floor catering for:

Conferences - Seminars - Training Days - AGMs

Board Meetings - Care Sector - Presentations

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Standard Room Rates

The standard room rate includes:

- Fully serviced room with clothed tables*
- Variety of layouts including boardroom, theatre style or informal with choice of round or oblong tables
- Presenters table
- Refreshment tables in the room or adjacent room
- WiFi throughout the building
- Water jugs and glasses on each table throughout

* All tables are covered with white linen cloths unless otherwise advised

Equipment

Equipment at NO extra charge:

- Microphone - cable or remote
- Flipcharts (paper included)
- Digital Projector (organisers are asked to provide their own laptop)
- Linden House has a variety of connection cables available

Additional charges

- Photocopying facility 8p per copy



Function Suites

Charges are based on an hourly rate per room from the time the delegates arrive. Discounts are based on the duration of the meeting.

There is no room charge for setting up. However, organisers are asked to arrive no sooner than ONE hour prior to commencement of the meeting, unless by prior arrangement.

- up to 4 hours hourly rate
- 4 - 6 hours hourly rate less 5%
- 6 hours or more hourly rate less 10%

Tettenhall Suite (max capacity 225 people)

Cabaret style 12 round tables seating 12 per table
14 oblong tables seating 14 people

Theatre style 225 chairs

Cost: £75.00 per hour

Linden Suite (max capacity 85 people)

Cabaret style 6 round tables seating 12 people

Theatre style 85 chairs

Cost: £50.00 per hour

Newbridge Suite (max capacity 35 people)

Cabaret Style 30 people

Theatre style 35 people

Cost: £25.00 per hour

Refreshment Tariff

Coffee / Tea	£1.50 per person
Biscuits per pack	35p per person
Mini cakes per person	65p per person

With regard to lunch packages Linden House is able to provide a wide choice of menu options depending on the style of the function and its degree of formality

Buffet Lunch packages:

Option One

*Assorted sandwiches including
(Honey Roast Ham / Tuna or Egg Mayonnaise)
Vegetarian Samosas /Spring Rolls
Sausage Rolls
Potato Wedges
Fruit Bowl*

Tea & Coffee or Fruit Juice

£8.50 per person

Option Two

The following dishes are suitable as a Main Course where speed of service is important and are served 'buffet style accompanied by either vegetables or boiled rice (choices are limited to half those stated)

Chicken a la King

Beef in Red Wine Sauce

Pork in Red Wine Sauce

Curried Goat with Rice & Peas

Vegetarian Lasagne

£9.95 per person

Option Three

Fried Fish or Chicken & Chips
Succulent cod pieces or breast of chicken served with chipped potatoes & salad along with vinegar and tomato sauce

£7.50 per person

Desserts

A dessert can be added to the above buffet
Please choose from our dessert menus
An additional charge will apply

(Click on Private Functions Tariff)



Booking Procedure

1. At the time of your enquiry we will acknowledge if a room is available. To secure a booking it is usual for a booking form to be completed along with a non-refundable deposit of £100.00.
2. During initial discussions the following information is helpful:

- a. *The date and time of the conference.*
- b. *The expected time of arrival of the delegates.*
- c. *The estimated number of delegates attending - to establish the most suitable function room.*
- d. *Refreshment requirements to determine the relevant price tariff.*
- e. *Any specific preferences regarding any of the arrangements.*

3. After the initial discussions confirmation will be sent along with a schedule showing the details discussed.

Please be advised that a Purchase Order may be required from your Company at the time of booking

Organisers are asked to study the schedule carefully and advise Linden House of any queries or amendments.

4. The organiser will be asked to confirm final numbers five days prior to the date of the function. This will be the number used to prepare the invoice.

All bookings are subject to Linden House Terms and Conditions - See General Information

For further information contact:-

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