



## Private Functions

Thank you for enquiring about holding your private function at Linden House. We have been one of the leading function venues in the Wolverhampton area for many years carrying out in excess of over a thousand functions each year.

Whether your function is based on a formal meal or an informal buffet, we have a package to suit your requirements.

Check out the *Menu Selector* and suggested menus below to determine your exact requirements and then if you are interested in making a firm booking, we recommend you follow the *FIVE easy steps*.

# Menu Selector

## Please read carefully

The following information explains in detail how the Menu Selector operates and is designed to maintain maximum service at the most competitive prices available.

Linden House still maintains the time honoured tradition of SILVER SERVICE with this Menu Selector

- Each menu is designed to meet individual needs and is based on a THREE course meal which includes:
  - *Starter*
  - *Main Course accompanied by a selection of fresh vegetables in season or salad*
  - *Dessert*
  - *Freshly brewed Coffee or Tea with Mints*
- To establish the price of the meal, please refer to the Main Course price on the Menu Selector. This price is based on your chosen menu comprising of ONE dish per course (excluding vegetarian and dietary requests).

This not only maintains competitive pricing and ensures smart and efficient service of the meal but reduces unnecessary waste.

### IMPORTANT INFORMATION

If your organiser/organisation requests more than ONE dish per course a surcharge of 5% will apply to the total food charge.

In addition, when confirming final numbers, the organiser will be requested to provide a breakdown of guests requirements.

- We can also provide alternative dishes for guests with special dietary requirements. Please see section on Food Safety.
- If you would like to discuss alternative menus please contact the Sales Team, who will be happy to discuss your requirements.

# Food Safety

## Food allergies

The Management would advise that food prepared at Linden House may contain or have come into contact with one of the following:

Peanuts/Tree Nuts/Soybeans/Milk

Eggs/Wheat/Shellfish/Fish

Please ask a member of the management team about the ingredients in each meal before confirming menu choice

## Dietary Requirements

### Specific Dietary Requirements

Many people experience intolerance to a variety of food products such as Onion, Kiwi Fruit, Dairy Products, Mushrooms and many others.

If any of your guests have special dietary requirements or an in-tolerance to specific food products, please advise us accordingly and we will make alternative arrangements. The chef will endeavour to provide a similar meal at the same price.

**If however, the organiser requests a specific dietary meal, a surcharge of 5% will apply to that meal.**

### Gluten Free Meals

Unfortunately, Coeliac disease is becoming more common with increased demand from customers requesting gluten free meals. Whilst the range of food products is by nature limited, the chef at Linden House is able to offer a similar gluten free meal at the same price.

**If, however, the organiser requests a specific gluten free meal a surcharge of 5% will be applied to that meal.**

## Food production

All food production \* is carried out in the kitchens at Linden House in compliance with all current Food Safety Legislation. Our *food service* policy is governed by this legislation particularly regarding temperature control for all hot (2 hrs) and cold food (4hrs) display.

\* Excluding *Asian Function Packages*.

## Menu Selector Dishes

### SOUPS

Italian Minestrone	Sun -blushed Tomato & Basil Soup
Cream of Asparagus Soup	Wild Mushroom Soup
Leek & Potato Soup	Country Broth
Spiced Roasted Parsnip	French Onion Soup
Smokey Bacon & Lentil	Spinach Potato & Watercress Soup
Carrot & Butterbean Soup	Roasted Red Pepper & Tomato Soup

### STARTERS

Duo of Iced Melon	Ham Hock Terrine with Pickles and Garnish
Country Pate with Red Onion Chutney	Prawn Cocktail
Warm Lentil & Goats Cheese Salad	Cod & Pancetta Fish Cake with Watercress Salad
Caprice Salad with Mozzarella, Tomato, Basil & Balsamic Reduction	

### MAIN COURSE

Roast Loin of Pork with Crackling & Garnish	£18.75
Baked Gammon (choice of Homemade Parsley Peach /Spiced Orange & Chilli Glaze/Madeira Sauce)	£18.75
Roast Chicken with Smokey Bacon & Thyme Seasoning	£18.75
House Speciality:- Beef in Red Wine Sauce	£18.75
Chefs Homemade Lasagne	£18.75
Traditional Roast Turkey with all the trimmings	£18.75
Roast Topside of Beef with Yorkshire Pudding	£19.25
Classic Cod Mornay	£19.25
Crispy Baked Chicken in Herb Crusted Crumb with Tomato Concasse	£19.25
Somerset Chicken	£19.25
Roast Leg of Lamb with Mint & Tarragon Seasoning	£19.25
Poached River Salmon with Dill Sauce	£19.95
Lamb Tagine	£19.95
Beef Stifado	£19.95
Braised Lamb Shank with Mint & Rosemary	£20.75

### VEGETARIAN

Stuffed Portobello Mushroom	£17.75
Cheese & Broccoli Bake	£17.75
Savoury Vegetable Crumble	£17.75
Spinach & Ricotta Cannelloni	£17.75
Greek Salad	£17.75

## DESSERTS

Profiteroles with Liqueur Sauce  
Banoffee Trifle  
Apple Tartin  
Ginger Jam Bread & Butter Pudding  
Creme Brulee  
Warm Chocolate Brownie with Mint Choc Chip Ice Cream  
Strawberries & Cream  
Fresh Fruit Salad with Fresh Cream  
Seasonal Fruit Crumble with Custard  
Christmas Pudding with Brandy Sauce (seasonal)  
Lemon Torte  
Vanilla Panna Cotta with Wild Berry Compote  
Toffee, Pear & Chocolate Torte  
Vanilla & Toffee Pecan Honey Pot Ice Cream



## TEA & COFFEE

Freshly Brewed Tea or Coffee with Mint Crisp

## SUPPLEMENTARY DISHES

**Additional Course:** we can offer a range of dishes available as an additional course including Fish/Bouchee/or simply add a “starter and soup” (price on request)

**Sorbet:** a choice of sorbet is available including passion fruit, champagne & mixed fruits (price on request)

### Cheese & Biscuits

Selection of Stilton, Cheddar, Brie, Camembert, Regional Cheese

All served with Grapes, Celery & Biscuits

**£3.50 per person**

## **Buffet Menus**

**Buffet menus are available for either a Formal or Informal function.**

**We can offer THREE main buffet menus:**

### **Standard Buffet**

Cornets of Ham  
Cornets of Roast Beef  
Pork Pie  
Chicken Drumsticks  
Scotch Egg  
Salmon Goujons  
(vegetarian option)  
Hot Minted Potatoes  
Bread Basket

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Freshly brewed Tea or Coffee with Mint Crisp

**£14.95 per person**

### **Deluxe Buffet**

Dressed Ham  
Sautè of Chicken  
Roast Topside of Beef  
Caramelised Onion & Goats Cheese Tart  
Cheese & Onion Quiche  
Greek Salad  
Hot Minted Potatoes  
Coleslaw  
Bread Basket

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Strawberries & Cream

or

a choice from the Menu Selector

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Freshly brewed Tea or Coffee with Mint Crisp

**£16.95 per person**

## Carved Buffet



Soup of the Day with Crusty Cob  
or  
Duo of Melon Cocktail

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Dressed Ham  
Roast Topside of Beef  
Dressed Scotch Salmon  
Supreme of Chicken  
Egg Mayonnaise  
Green & Mixed Salads  
Hot Minted Potatoes  
Coleslaw & Potato Salad

Bread Basket

---- 0 ----

Profiteroles with Hot Liqueur Sauce  
or  
Lemon Torte

---- 0 ----

Freshly Brewed Coffee or Tea with Mints

**£18.95 per person**

## Finger Buffets

The BASIC Finger Buffet menu can be adapted by adding or mixing the various optional dishes accordingly. A dessert can also be added if necessary.

### Basic Finger Buffet

Selection of assorted sandwiches with white or wholemeal bread  
(choice of Ham /Tuna Mayonnaise/Egg Mayonnaise/Cheese)  
Vegetarian Samosas/Spring Rolls  
Sausage Rolls  
Spicy Potato Wedges

**£7.50 per person**

### Additional items (available at stated prices)

Cheese & Tomato Pizza	90p per person
Pork Pie	1.25p per person
Salmon Goujons	1.25 per person
Savoury Egg	95p per person
Chicken Drumstick/Thighs with Garlic, Herb & Lemon	£1.75 per person
Hot Spicy Chicken Wings with Dip	£1.50 per person
Chips	50p per person

### Gala Finger Buffet

A finger buffet including the BASIC buffet and ALL the additional items listed above is available at the reduced price of

**£12.75 per person**

### Desserts

A dessert can be added to the above buffet. Please see Menu Selector for choice of dishes available.

Prices start from **£3.50 per person**



## Alternative Fayre

Suitable for Quiz Nights, Skittles and similar occasions or for something a little different.

### Fish & Chips

Cod & Chips with Vinegar & Tomato Sauce

or

Chicken & Chips

**£7.50 per person**

### Pork Baps ( Hog Roast without the hassle )

Large bap filled with succulent, tender pieces of roasted pork accompanied by seasoning, crackling and apple sauce

**£7.50 per person**

### Main Dishes

The following dishes are suitable as a Main Course where speed of service is important. They are served "buffet style" accompanied by either vegetables or boiled rice.

*Chicken a la King*

*Beef in Red Wine Sauce*

*Chilli Con Carne*

*Curried Goat with Rice & Peas*

*Vegetarian Lasagne*

**£9.95 per person**

### Desserts

A dessert can be added to the above buffet. Please see Menu Selector for choice of dishes available.

Prices start from

**£3.50 per person**



## Linden House Conference & Function Suites



### Afternoon Tea

Linden House has been successfully hosting 'Afternoon Tea' for regular organisations over a number of years.

We are pleased to announce that we will be extending this service to any party, organisation or group wishing to enjoy 'Afternoon Tea' with friends and colleagues. The package includes:

- Choice of three function suites accommodating between 30 and 180 persons (minimum number - 15 people)
- Various room layouts with a choice of colour scheme
- Fully licensed bars
- Afternoon Tea comprising:

*Choice of sandwiches & rolls  
Scones with clotted cream & jam  
Variety of cakes & fancies  
Chocolate or Strawberry Mini Mousse*

*Freshly brewed Tea or Coffee throughout*

**Inclusive price of £11.95 per person**

# Childrens Menu

The following packages are designed for organisers wishing to host a children's birthday party or as a separate menu at an actual function.

## Children's Parties

Linden House has been hosting children's birthday parties over a number of years. We are able to offer:

- *Exclusive use of a function room suitable in size with a variety of table layouts*
- *Three function rooms available*
- *Dedicated bar facilities*
- *Choice of menus to suit all needs (see Private Functions)*
- *Background music or CD unit*
- *Colour coded serviettes and table ware*
- *Cake stand and knife*

See following packages

The standard package preferred by many of our customers

*Sandwiches comprising of Cheese or Jam*

*Pizza Fingers*

*Chicken Nuggets*

*Chips*

*Quavers & Popcorn*

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*Jelly & Ice Cream*

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*Juice or Squash*

*Priced at £7.95 per child*

### Children's Menu (2 course for functions)

Fish Fingers

or

Chicken Nuggets

or

Sausages

Beans or Sweetcorn

Chips

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Jelly & Ice Cream

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Juice or Squash

*Priced at £8.95 per child*

If you would prefer a more comprehensive menu arrangement, we ask you to 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. 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 Conditions**



For further information please contact:

Linden House, Conference & Function Suites  
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**Telephone: 01902 753743**

E mail: [linden-house@btconnect.com](mailto:linden-house@btconnect.com)

