The Carlton Club
Function Pack 2016
The Carlton Club

Menus

Set Menu A - £57.00 (Maximum 40 covers)

Caramelised Red Onion and Stilton Tart
with Beetroot Carpaccio, Goats Cheese Mousse and Beetroot Dressing
***

Fillet of Red Mullet
with Fennel, Apple, Crispy Onions, Basil and Tomato Oil
***

Roasted Saddle of 'Salt Marsh' Lamb
with Courgette Spaghetti, Potato Fondant, Braised Cabbage, Artichoke Purée and a Thyme Jus
***

Cranachan Panna Cotta
with Raspberry Gel, Raspberry Ripple Ice Cream, Oat Clusters and Edible Flowers
***

Coffee and Mints

Set Menu B - £63.00 (Maximum 30 covers)

Corn Fed Guinea Fowl
with Grilled Ratte Potatoes, White Asparagus, Watercress, Parmesan, Crispy Onions and an Artichoke Cream
***

Seared Scottish Scallop
with Black Pudding, Leek Purée, Pancetta and a Brown Shrimp Butter
***

Homemade Sorbet
***

Roast Breast of Duck with Crispy Confit Leg, Israeli Cous Cous, Pak Choi, Confit Vine Cherry Tomatoes, Leek Fondant and an Orange Jus
***

Deconstructed Tiramisu with Cappuccino Ice Cream
***

Coffee, Mints and Petit Fours

The Club has 4 set menus, A, B, C and D.

It is also possible to create your own menu from our 'Set Menu Selector' on the following pages.

Vegetarian options are available and specific dietaries can be handled on request.

All set menus include coffee and mints. Drinks not included.
Set Menu C - £71 (Maximum 25 covers)

Crab and Pineapple Cannelloni
with Chilli, Avocado and Purple Shiso Leaves
***

Warm Sweetcorn Pancake
with Chicken Livers, Raisins, Pea Shoots and a Madeira Jus
***

Homemade Sorbet
***

Roast Rump of Milk Fed Veal
with White Onion Purée, Spinach, Wild Mushroom Boudin, Anna Potato and a Calvados Cream
***

Strawberry and Shortbread Millefeuille
with Eaton Mess Ice Cream
***

Coffee, Mints and Petit Fours

Set Menu D - £98 (Maximum 25 covers)

Smoked Breast of Suffolk Duck
with Date and Apple Chutney, Foie Gras Parfait, Brioche, Cherry Gel and Baby Leaves
***

Native Lobster
with Mango, Chicory, Potato Salad, Basil and Lobster Tempura
***

Homemade Sorbet
***

Roasted Fillet of Rose County Beef Rossini,
Braised Shin Bon Bon, Girolle Mushroom Parcel,
Dauphine Potatoes, Pont Neuf Carrots and Perigourdine Sauce
***

Cheddar Cheese Brûlée
with Spiced Carrot Salad, Raisin Purée and a Parmesan Straw
****

Baked Chocolate Mousse with Crème Fraîche,
Butterscotch Sauce and a Gruétine Tuile
***

Coffee, Mints and Petit Fours
Set Menu Selector – Starters at £12.00 each

Chalk Farm Smoked Salmon
with Dressed Leaves, Lemon Posy and Brown Bread and Butter
***
Dorset Crab
with Asparagus, Granny Smith Apple, Radish, Seasonal Leaves
and a Gazpacho Dressing
***
Pickled Baby Vegetables
with Dehydrated Tomatoes, Lambs Lettuce, Confit Chicken, Liver
Parfait, Pea Shoots, Herb Oil and Crispy Chicken Skin
***
Trio of Beetroot: Panna Cotta, Carpaccio and Roasted
with Pine Kernels, Grilled Spring Onions, Baby Cress
and Beetroot Syrup
***
Caramelised Fig with Parma Ham,
Goats Cheese Mousse, Roquette, Pine Kernels
and a Balsamic Dressing
***
Cured Dorset Cod
with Samphire, Chicory, Chilli, Radish, Salt Cod Croquette and a
Lime, Tomato and Avocado Dressing
***
Cornfed Quail
with Mange Tout, Mango, Asian Vegetables
and a Spicy Peanut Dressing
***
English Breakfast Terrine with Quails Eggs, Tomato Compote and
HP Sauce

Intermediate course option – Homemade Sorbet - £3.50

The Set Menu Selector allows you to design your own Menu.
Choose from a selection of starters, mains and desserts.
**Set Menu Selector – Mains at £24.50 each**

**Roast Rack of ‘Salt Marsh’ Lamb**
with New Potato, Mint and Pea Crush, Grilled Baby Leek and Tomato Jus

***

**Tournedos of Rose County Beef**
with Crispy Braised Shin, Shallot Compote and a Port Wine Jus
*(Please add a supplement of £2 per person)*

***

**Roast Breast of Duck**
with Sweet Potato Fondant, Pickled Fennel, Israeli Cous Cous and a Raspberry Jus

***

**Baked Fillet of Halibut**
with Baby Leek Compote, Samphire, Confit Cherry Tomatoes and an Orange Butter Sauce

***

**Slow Roasted Pork Belly**
with Apple and Paprika Boulangère, Five Spiced Carrot Fondant and a Calvados Jus

***

**Baked Dorset Cod Fillet**
with Crushed Peas, Grilled Baby Gem, Onion Rosti and a Tomato and Herb Butter Sauce

***

**Fillet of Seabass**
with Thai Fish Cake, Roasted Baby Fennel and a Lemon Balm and Vermouth Cream

***

**Roasted Loin of Denham Estate Venison**
with Haunch Hot Pot, Beetroot Pickle, Baby Pear and Sloe Gin Jus
*(Please add a supplement of £3 per person)*

*All main courses include a selection of potatoes and fresh market vegetables.*
Set Menu Selector – Desserts at £9.50 each

- Lemon Panna Cotta, Lemon Granita, Lemon Grass Sauce with Poppy Seed Tuile Biscuit
- Tarte Aux Pomme with Caramel Ice Cream and Caramelised Apple
- Maple and Walnut Cheesecake, Butterscotch Swirl Ice Cream and Chocolate Shard
- Steamed Treacle Pudding with Crème Anglaise
- Elderflower and Prosecco Berry Jelly, Raspberry Gel and Chocolate Shortbread Finger
- Pineapple Bomb with Caramelised Pineapple, Pineapple Crisp and a Balsamic and Pineapple Sauce
- Pears Poached in Amarone, Orange Ice Cream and Candied Orange Peel
- Hazelnut Torte with Praline Ice Cream, Caramel Shard and Chocolate Sauce

Additional courses

- Welsh Rarebit (Max 50) £7.00
- Continental Cheese Selection with Celery, Grapes and Walnut & Raisin Bread £8.50
- Filter Coffee and Club Mints £3.50
- Port and Stilton Rarebit (Max 50) £7.75
- Half a Baby Stilton (Serves 12) £74.00
- Filter Coffee, Club Mints and Petits Fours £4.00

Vegetarian options are available and specific dietaries can be handled on request.

All prices are inclusive of VAT at 20%

Some of our foods may contain ingredients produced from genetically modified soya and/or maize.
Set Menu Selector – Vegetarian Options

To Start at £10.00 each

Seasonal Asparagus with Quails Eggs, Lambs Lettuce, Dehydrated Tomatoes, Cheddar Brûlée, Baby Leaves and a Lemon Dressing

***

Pickled Baby Vegetables with Goats Cheese Mousse, Roasted Hazelnuts, Red Wine Reduction and Wild Roquette

***

Beetroot, Beetroot, Beetroot
Panna Cotta, Tartare and Roasted with Honey Cress and Beetroot Syrup

For Main at £21.50 each

Roasted Butternut Squash, Wild Mushrooms, Coriander, Butternut Squash Velouté and a Buttermilk Biscuit

***

Artichoke and Celeriac Lasagne with Baby Leek Compote, Vine Cherry Tomatoes, Celeriac Purée, Crispy Shallots and a Herb Emulsion

***

Wild Mushroom and Sweet Potato Cannelloni with Spinach Purée, Grilled Spring Onions and Sweet Potato Crisps

Menus continued over page...
**Cocktail Parties**

**Reception at £8.00 per person (Pre-dinner only)**
Please select 2 items from the Silver Selection, and 2 items from the Platinum Selection.

**Cocktail Reception at £15.00 per person (Maximum of 2 hours)**
- **min. 20 Covers**
Please select 3 items from the Silver Selection, 2 items from the Platinum selection, and 2 items from the Diamond Selection.

**Cocktail reception at £18.75 per person (Over 2 hours)**
- **min. 20 Covers**
Please select 5 items from the Silver Selection, 4 items from the Platinum Selection, and 2 items from the Diamond Selection.

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### Silver Selection

**Cold**
- Beetroot Macaroon with Herbed Goats Cheese and Pea Shoots
- Broad Bean, Ricotta and Tomato Crostini with Roquette
- Baby Gem Lettuce with Caesar Chicken, Quail Egg and Parmesan
- Olive, Tomato, Baby Mozzarella and Basil with Pine Nuts

**Hot**
- Grilled Courgette with Red Pesto, Black Olive and Grilled Bocconcini
- Caramelised Red Onion Tartlet with Feta Cheese, Cucumber and Red Pepper
- Lamb Rogan Josh Shepherd’s Pie
- Honey and Sesame Roasted Chipolatas

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### Platinum Selection

**Cold**
- Chalk Farm Smoked Salmon with Lemon, Crème Fraîche and Chervil
- Dorset Crab Mousse with Pineapple, Chilli and Purple Shisho Leaves
- Seared Beef and Chinese Radish Roll with Wasabi Mayonnaise and Basil
- Spiced Fig with Parma Ham, Asparagus and Ardrahan Cheese

**Hot**
- Corn Fed Chicken and Chorizo Skewer with Tzatziki Dip
- Crab, Sweetcorn and Coriander Fritter with Chilli Sauce
- Minced Pork and Prawn Balls with a Coriander and Yoghurt Dip
- Sticky BBQ Short Rib Beef Tartlet with Water Chestnut and Horseradish Crust

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### Diamond Selection

**Cold**
- Native Lobster with Chicory, Mango, Basil and Potato
- Five Spiced Lamb Fillet with Hummus, Paprika and Tahini
- Smoked Duck Breast with Foie Gras Parfait, Lamb Lettuce and Cherry Purée
- Green Mango, Crayfish, Asian Vegetables and Chilli Mayonnaise

**Hot**
- Tandoori Spiced Prawns with a Yoghurt Dip
- Smoked Eel with Caramelised Peach and Dill Oil
- Calves Sweetbread Popcorn with a Bloody Mary and Tomato Dip
- Rose County Fillet Steak and Chips with Béarnaise Sauce

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Menus continued over page...
Business Lunch Selector

Selection of Assorted Sandwiches (2 Rounds) £5.50
Bacon and/or Sausage Baps £3.75
Bacon and/or Sausage Sandwiches £5.50
Homemade Sausage Rolls £1.40
Caesar Salad with Baby Gem Lettuce, Quails Egg and Parmesan £2.25
Lobster and Spinach Benedict £5.00
Chicken Coronation with Romaine Lettuce, Pineapple and Coriander £2.25
Rosemary and Parmesan Sable with Goats Cheese Mousse and Beetroot £2.00
Smoked Salmon and Sea Trout Roulade with Dill, Crème Fraîche and Salmon Pearls £3.50
Flatbread with Grilled Vegetables, Mozzarella and Herb Oil £2.00
Selection of Italian Meats with Olives, Home Dried Tomatoes, Remoulade and Roquette £2.50
Baby Spinach, Ruby Chard, Beetroot and Boiled Egg Salad with a Blue Cheese Dressing £1.50
Roquette, Parmesan and Cherry Tomato Salad with Croutons £1.70
Selection of English;/and or Continental Cheese Platter (serves between 10-12 guests) £70.00

Refreshments

Jugs of Orange/Apple/Cranberry Juice £5.90
Large Bottles of Mineral Water (Still & Sparkling) £3.60
Selection of Tea and Coffee £2.00

Create your own lunch menu by selecting items from the list.

Prices are per person based on a minimum of 10 covers.
Morning and Afternoon Selection

Croissants with Jam £1.90
Danish Pastries £2.40
Bacon and/or Sausage Sandwiches £5.50 (two rounds)
Scones with Jam and Clotted Cream (2) £3.65
Fruit Cake £3.00
Grumpets (2) £1.85
Finger Sandwiches (4) £3.40
Assorted Pastries £2.40
Biscuits £1.00
Fruit Platter £2.50
Chocolate Brownies £1.25
Fruit Basket £1.20

Refreshments
Jugs of Orange Juice, Cranberry Juice or Tomato Juice £5.90
Large Bottles of Mineral Water £3.60
Tea and Coffee £2.00 per person

Please select your Morning and/or Afternoon refreshments from the list.
All prices are per person.

A full Breakfast Menu as well as a full Afternoon Tea Menu can be found on the following pages.
Breakfast Selector

**English Breakfast at £17.50 per person**
- Tomato, Orange, Cranberry or Grapefruit Juice
- Corn Flakes, All Bran, Bran Flakes, Jordan’s Special Recipe Muesli
- Toast – Brown and White
- Unsmoked Back Bacon, Cumberland Sausages, Grilled Tomatoes, Mushrooms,
- Eggs – Scramble, Poached or Fried
- Scrambled Egg with Smoked Salmon
- Selection of Tea
  (Traditional English, Lapsang Souchong, Earl Grey, Peppermint or Camomile)
- Filter Coffee

**Continental Breakfast at £12.50 per person**
- Tomato, Orange, Cranberry or Grapefruit Juice
- Croissants, Danish Pastries, Preserves, Honey
- Mixed Fruit Yoghurts
- Corn Flakes, All Bran, Bran Flakes, Jordan’s Special Recipe Muesli
- Selection of Tea
  (Traditional English, Lapsang Souchong, Earl Grey, Peppermint or Camomile)
- Filter Coffee
Afternoon Tea

A Glass of 'Pol Roger NV Champagne'

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A Selection of Cakes

****

Scones, Clotted Cream and Jam

****

Finger Sandwiches

Cucumber and Cream Cheese
Egg Mayonnaise and Cress
Smoked Salmon

****

A Selection of Teas and Herbal Infusions

£25.00 per person

£15.00 per person (without Champagne)
**Banqueting Wine List**

Tasting notes for all our wines are available on request. If there is a wine you enjoy in the restaurant that does not feature in our banqueting list please do not hesitate to contact the banqueting team.

### Champagne & Sparkling

- **62** Tattinger Brut NV £59.00
- **64** Veuve Clicquot NV £56.00
- **61** Forget Brimont 1er Cru NV £49.50
- **63** Layton’s Brut NV £47.00
- **72** Lindauer Brut NV £30.50 (Sparkling Wine)

### White Wines

#### White Burgundy
- **1** Macon Uchizy 2014, Gerald et Philibert Talmard, France £20.00
- **3** Petit Chablis 2014, Domaine Séguinot-Bordet, Burgundy, France £26.50
- **4** Rully Blanc 2014, Joseph Drouhin, Burgundy, France £36.00
- **12** Chablis 1er Cru Vaucoupin 2013, Domaine Gautheron, Burgundy, France £48.00
- **11** Puligny-Montrachet Les Charmes 2011, Domaine Jean-Louis Chavy £68.00

#### Loire
- **20** Sancerre 2013, Domaine Millet, Loire, France £32.00
- **21** Château de Tracy Pouilly-Fumé 2013, AC Pouilly Fumé Comtesse A d’Estutt d’Assay, Loire, France £42.50

#### French Regional
- **33** Domaine Les Yeuses Viognier 2014, Vin de Pays d’Oc, France £23.00
- **34** Condrieu « Les Terroirs » 2012, Francois Merlin £79.00

#### New World
- **50** 16 Stops Chardonnay, Australia £24.00
- **56** Sauvignon Blanc 2014, Casablanca Valley, Montes, Chile £23.50
- **52** Indaba Chenin Blanc 2015, Western Cape, South Africa £24.50
- **53** Isabel Sauvignon Blanc 2015, Marlborough New Zealand £32.00

### Corkage Charges

<table>
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<tr>
<th>Wine Type</th>
<th>Price per 75cl bottle</th>
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<td>Sparkling Wine</td>
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<tr>
<td>Port</td>
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</table>
The Carlton Club

Menus

Red Wine

Bordeaux

100 Club Clare, Château Méaume 2009, Bordeaux Supérieur, France £21.00
102 Château Belrose, Réserve Mon Caillou, 2009, Côtes de Bordeaux £23.50
101 Château Marjosse, Entre-Deux-Mers, France £27.00
104 Château La Grande Maye 2003, Côtes de Castillon, France £29.00
106 Château Bernadotte 2007, Haut-Medoc, France £30.00
114 Château Haut Bergey 1998, Pessac Léognan, France £54.00
107 Château Lagrange 2003, Saint-Julien 3ème Cru, Bordeaux, France £92.00

Burgundy

160 Bourgogne Pinot Noir 2012, Nuiton-Beaunoy, Burgundy, France £26.00
165 Gevrey-Chambertin “Vielles Vignes” Champerrier 2009,
    Domaine Jean Tardy et Fils £99.50

Rhone

208 Coudoulet de Beauchastel 2009 Côtes du Rhone, Rhone, France £36.00
207 Cairanne 2011 Domaine Marcel Richaud, Rhone, France £37.50

Spanish

221 Marques de Riscal Reserva 2009, Tempranillo Graciano Mazuelo, Spain £28.50

Italian

231 Montepulciano d’Abruzzo 2011, Cantina Orsogna Abruzzo, Italy £24.00
233 Chianti Classico Riserva 2010, Marchese Antinori Tuscany, Italy £46.00

New World

241 Montes Colchagua Merlot 2013 £24.00
240 Catena Malbec, 2013 £34.00
245 Kennedy Point Syrah 2010, Kennedy Point Winery,
    Waiheke Island, New Zealand £52.00

Dessert Wines

79 Monbazillac 2011, Seigneurs de Monbazillac, France (75CL), 2011 £30.00
82 Muscat de Beaumes de Venise 2012, Domaine Durban (75CL), 2012 £33.00
94 Tokaji Aszu 4 Puttonyos 2003, Crown Estates, Hungary (500ML), 2003 £37.00

Port

300 Club Port - Fonseca Bin 27, NV £27.50
303 Graham’s 20 Year Old Tawny £65.00
307 Smith Woodhouse, 1985 £75.00
301 Warre’s, 1985 £85.00
### Banqueting Capacities

There are five function rooms available for hire at the Carlton Club.

Each has different strengths for different types of events. Several set-up styles are possible for each room as shown below.

<table>
<thead>
<tr>
<th></th>
<th>U-Shape</th>
<th>E-Shape</th>
<th>Rounds</th>
<th>Theatre</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>Reception</th>
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<td><strong>CHURCHILL ROOM</strong></td>
<td>60</td>
<td>94</td>
<td>80</td>
<td>100</td>
<td>60</td>
<td>38</td>
<td>150</td>
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<tr>
<td><strong>MORNING ROOM</strong></td>
<td>/</td>
<td>/</td>
<td>50</td>
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<td>80</td>
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<td><strong>DISRAELI ROOM</strong></td>
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<td>16</td>
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<td>20</td>
<td>22</td>
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<td><strong>LIBRARY</strong></td>
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<td>/</td>
<td>/</td>
<td>20</td>
<td>15</td>
<td>12</td>
<td>30</td>
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<tr>
<td><strong>CABINET ROOM</strong></td>
<td>20</td>
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<td>40</td>
<td>/</td>
<td>24</td>
<td>45 (combined with the Library)</td>
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Function Rooms continued over page...
CHURCHILL ROOM

This is the largest of the Club’s function rooms. The size of the room enables it to be used for almost any purpose, from Annual Dinners to an AGM, from Reception to Exhibitions. It is situated on the ground floor towards the back of the building.

<table>
<thead>
<tr>
<th></th>
<th>Lunch</th>
<th>Dinner</th>
<th>Cocktail Parties</th>
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<tr>
<td></td>
<td>94 (E shape)</td>
<td>94 (E shape)</td>
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<tr>
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<tr>
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<td>£350 for 1st hour and then £125 for each additional hour</td>
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<tr>
<td>Cocktail Parties</td>
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<tr>
<td>Theatre Style</td>
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MORNING ROOM

The Morning Room is located at the front of the Club overlooking St James’s Street. An ideal location for a dinner or reception and perfect with its large windows for a corporate meeting and lunch.

<table>
<thead>
<tr>
<th></th>
<th>Lunch</th>
<th>Dinner</th>
<th>Cocktail Parties</th>
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<tr>
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<td>£350</td>
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<td>£350</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
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<tr>
<td>Cocktail Parties</td>
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<tr>
<td>Theatre Style</td>
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Banqueting Tariffs

The rates below apply MONDAY TO FRIDAY. If you are considering an event at the weekend when the Club is normally closed please contact the Banqueting Team to discuss your requirements.

A voluntary 10% service charge for the Staff Fund is added to the net invoice figure.
DISRAELI ROOM

The exquisite deep blue room, originally designed as a smoking room, is an ideal setting for a sumptuous dinner. Whilst flexible enough to be an excellent venue for lunches, receptions and meetings, it is dinners to which this room lends itself so well and for which it provides the perfect setting.

<table>
<thead>
<tr>
<th>Event</th>
<th>Capacity</th>
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<tr>
<td>Boardroom</td>
<td>22</td>
<td>£80 for 1st hour and then £30 for each additional hour</td>
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</tbody>
</table>

CABINET ROOM

Located on the basement floor of the Club, this room is home to the Club silver and the portraits of many notable Club figures, past and present. A quiet space for intimate dinners, lectures and meetings. Along with the Library it can be a wonderful location for large receptions.

<table>
<thead>
<tr>
<th>Event</th>
<th>Capacity</th>
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<tr>
<td>Boardroom</td>
<td>20</td>
<td>£80 for 1st hour and then £30 for each additional hour</td>
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</tbody>
</table>

Function Rooms continued over page...
LIBRARY

This room is situated on the Lower Ground Floor of the Club. Filled with historic copies of Parliamentary Debates and Hansard going back to 1826, this room is ideal for a board room style meeting or for a small lunch or dinner party.

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<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>Lunch/Dinner</td>
<td>12</td>
<td>£130</td>
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<tr>
<td>Cocktail Parties</td>
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<tr>
<td>Theatre Style</td>
<td>25</td>
<td>£80 for 1st hour and then £30 for each additional hour</td>
</tr>
<tr>
<td>Boardroom</td>
<td>12</td>
<td>£80 for 1st hour and then £30 for each additional hour</td>
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</tbody>
</table>

We offer the combined use of the LIBRARY and the CABINET ROOM for Lunch, or Dinner at £240.
The Carlton Club

Bedrooms

Bedroom Rates

All rates include:
• VAT
• Full English breakfast served Monday to Sunday served in the Wellington Room from 7.30am – 9.30am

If you would like to reserve accommodation please contact the Reservations Team.
Tel: 020 7493 1164  Fax: 020 7495 4090  reservations@carltonclub.co.uk

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<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>Single with bath or shower</td>
<td>£120.00</td>
</tr>
<tr>
<td>Twin/Double with bath or shower</td>
<td>£200 (as double) £160 (as single)</td>
</tr>
<tr>
<td>Superior Double with shower and bath</td>
<td>£280.00</td>
</tr>
</tbody>
</table>

The Club Bye-Laws state that unless notice of cancellation is received by 12 noon three working days before the date of arrival, a Member or a Reciprocal Member may be required to pay for the bedroom for the full period of the reservation. This Bye-Law will be enforced and will also apply to non-arrivals.

There is a 3% surcharge if payment is made by credit card. This includes Visa, Master-Card and American Express.
## In-House Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead Projector</td>
<td>£30.00 per session</td>
</tr>
<tr>
<td>Slide Projector (35mm)</td>
<td>£50.00 per session</td>
</tr>
<tr>
<td>Data Projector</td>
<td>£90.00 per session</td>
</tr>
<tr>
<td>Screen</td>
<td>£20.00 per session</td>
</tr>
<tr>
<td>Conference Phone</td>
<td>£70.00 per session</td>
</tr>
<tr>
<td>Flipchart &amp; Paper</td>
<td>£10.00 each per session</td>
</tr>
<tr>
<td>- Extra Paper for chart</td>
<td>£5.00 each</td>
</tr>
<tr>
<td>Lectern</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Sound System</td>
<td>£90.00 per session</td>
</tr>
<tr>
<td>Plasma Screen (60&quot;)</td>
<td>£195.00 per session</td>
</tr>
</tbody>
</table>

Please note that we are able to source further equipment depending on your requirements.

### Other Services

If you require a florist for your event we are more than happy to organise this for you along with any other suppliers you might need (Celebration Cakes, Photographer etc.)
1. NO PUBLIC FUNCTIONS
The Carlton Club may only be used for private functions and therefore, any organiser arranging a function at the Carlton Club may only distribute tickets by invitation and on no account are such tickets to be made available to the general public by any advertisements in the media or any other means.

2. NUMBERS
The number of people invited to the function must not exceed the maximum number stated by the Carlton’s Banqueting Team. If numbers fall below the contracted minimum, in the case of a package being used, the Club reserves the right to review the terms of contract. Final numbers are required 7 working days before the event, any changes to these numbers must be advised 48 hours prior to the event taking place. All additional increases will be charged for; however, we cannot except decreases in numbers at this late stage without a charge being incurred. This charge will be the full menu/package cost per person.

3. INVITATION
For anything other than a purely private function the format of the guest invitation should be discussed with the secretary and provided for proof reading.

4. GUIDANCE NOTES FOR THE HOSTS OF SPONSORED LUNCHES AND DINNERS HELD AT THE CARLTON
The Carlton welcomes lunch and dinner parties sponsored by our members. For your guidance the events organised by the club start with grace and finish with the loyal toast. For those events sponsored by members, and when speeches are made, a reference is usually made to the sponsor and staff thanking them for their assistance.

5. PAYMENT
Terms of payment are within 14 days of the invoice date, the invoice will be sent via email unless stated otherwise. Cheques should be made payable to the Carlton Club London Ltd and sent to the Club accountant. A query on an invoiced item shall not affect immediate payment of other outstanding amounts. A 3% surcharge will be added for payments made by Credit Card. Interest will be charged at a rate of 2.5% per month on amounts remaining unpaid at the end of four weeks after the invoice date. Payment by cheque is favoured and, whilst credit cards may be used, Visa and MasterCard are preferred.

6. CANCELLATION CHARGES
A percentage of the estimated cost of the function as booked will be charged to the hirer in the event of a cancellation using the following scales:
- 8 weeks before function 10%
- 4 weeks before function 25%
- Within 7 working days of function 50%
- Within 3 working days of function 100%

7. LICENCING
The permitted sale of alcohol within the Club is as follows:
- Monday- Sunday from 7am until 1am
- Monday – Friday (Terrace Area) 10am until 11pm and from 12pm until 11pm on Saturday. There is no access to the Terrace on Sundays.

8. OPENING HOURS
The Carlton is open from 7am until 1am Monday – Sunday. The weekend events are on an exclusive hire basis.
Banqueting at Carlton Club

Terms and Conditions of Hire for Members & Reciprocal Members

Club Rules Applying to Functions

1. The Hirer shall be responsible for any damage caused to the Carlton Club clubhouse, furnishings or furniture and equipment in it by the willful acts or default of the Hirer or the Hirer’s guests by reason of the function. They shall pay the Club, on demand, the amount reasonably required to make good, remedy or replace any such damage.

2. The Hirer is responsible for informing all guests, by including a prominent notice in invitations or programmes, that they will be expected to respect the peace of the neighborhood, especially by leaving the Club quietly at the conclusion of the function.

3. The booking of a function does not enable the Hirers guests to use or enter the Club at any time other than the specified hours of the function, unless prior permission has been given by the Secretary of the Club.

4. The standard of dress required from Members and their Guests using the Club is as follows:
   Gentlemen: Tailored Jacket, Formal Trousers together with a Collared Shirt and Tie (No Cravats)
   Ladies: Business/Formal Wear (No Jeans)

5. For security reasons an alphabetical list of those attending must be supplied to the Banqueting Team who will ensure it is passed to the Front Desk prior to the event. The Club reserves right to refuse entry and the right to remove any guest whose behavior is unsatisfactory.

6. Guests must remain within the specific area of the function and must not disturb Members’ use of the Club.

7. Photographs may be taken only in the area reserved for the function.

8. All decoration must be agreed by the Assistant Secretary. Adhesive tape may not be used on walls. No aerosols of any description may be used.

9. Confetti must not be thrown inside the Clubhouse. Please inform your guests.

10. As per Bye-Law 23, mobile telephones are not allowed inside the Clubhouse.
# Contract for Members and Reciprocal Members Private Functions

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Time (i.e. 7pm for 730pm)</th>
<th>Name of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organiser’s Name</th>
<th>Member's (Sponsor) Name and Club Affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Invoice Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Daytime:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Evening:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

| Email: | |
|-------| |

<table>
<thead>
<tr>
<th>Rooms Reserved</th>
<th>Numbers Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum:</td>
</tr>
<tr>
<td></td>
<td>Maximum:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Menu Selection</th>
<th>Pre-dinner/lunch drinks arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(          ) Drinks included on account</td>
</tr>
<tr>
<td></td>
<td>(          ) Cash bar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vegetarian / Special Requirements</th>
<th>Wine Selection and After Meal Drinks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(          ) Offer a full bar</td>
</tr>
<tr>
<td></td>
<td>(          ) Offer Club champagne and soft drinks</td>
</tr>
<tr>
<td></td>
<td>(          ) Offer Club wines and soft drinks</td>
</tr>
<tr>
<td></td>
<td>(          ) Other (Please specify below)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stationery Required (no extra charge)</th>
<th>Event Extras (Flowers, PA System etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Menus: Yes □ No □ | |
|                  | |

| Menu Title: | |
|            | |

| Table Plan (if yes please ask for a blank plan): Yes □ No □ | |
|                                                            | |

| Place Cards: Yes □ No □ | |
|                         | |

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I hereby confirm the above reservations and accept the Terms and Conditions of Hire

Signed: ______________________________            Name: ________________________________

On behalf of: ____________________________        Date:____________________________________