



Royal Over-Seas League

The Club with THE View!

100 Princes Street, Edinburgh EH2 3AB

www.rosl-edinburgh.org

0131-225-1501

Conference Pack 2012



Conferencing made easy.....

The Royal Over-Seas League is a Commonwealth association with 20,000 members worldwide, historic clubhouses at prestigious locations in London and Edinburgh, and access to more than 50 clubs around the world.

The League promotes the arts and educational projects, particularly among young people. Members enjoy regular social & cultural events at Over-Seas House.

Over-Seas House is ideally situated in the heart of Edinburgh for business meetings, seminars, training days and AGMs. The clubhouse is within walking distance from Waverley railway station, St Andrew's bus station and airport bus routes. There are several venues that can be set up in various presentation styles, convenient from 10 to 120 delegates. The majority of them have unrivalled views of Edinburgh Castle.

Restaurant 100 - offers an exciting menu featuring fresh, seasonal Scottish ingredients with a contemporary twist - a delight for food lovers (see sample menus).

Facilities....

Princes Suite - 962 sq ft (96 sq m)

The suite can accommodate more than 100 people, theatre-style. This room, together with our restaurant and four syndicate rooms can provide all-day conferencing. A stage measuring 18' x 6'6" is also available as an additional facility if required.

Restaurant 100 - 922 sq ft (86 sq m)

With a stunning outlook towards Edinburgh Castle and Princes Street Gardens, this room is excellent for an after-conference dinner or, in conjunction with the Princes Suite for registration, coffee and lunch breaks.

Robert Louis Stevenson Room - 539 sq ft (51 sq m)

A floor-to-ceiling bay window provides a fantastic backdrop for press conferences, meetings, lunches or dinners. The Club Room adjacent is available as a syndicate room.

Edinburgh Room - 336 sq ft (34 sq m)

This room overlooks Edinburgh Castle and is ideal for meetings, AGMs, small press conferences, or as a break-out room for the Princes Suite.

Reading Room - 210 sq ft (20 sq m)

Facing the rear of the building, this room is suitable for small meetings of 10-12 people, or as a break-out room for the adjacent Edinburgh Room.



Room Capacities				
Layout	Princes Suite	RLS Room	Edinburgh Room	Reading Room
Theatre	120	45	35	20
Lounge	100	40	25	20
Boardroom	40	25	22	15
Classroom	50	25	15	10
Cabaret	60	25	16	N/A

Room Hire Charges (Rack Rate)				
	Princes Suite	RLS Room	Edinburgh Room	Reading Room
Full Day (9am -5pm)	£440	£350	£250	£145
Half Day	£250	£200	£190	£95
Evening	£190	£190	£170	£95

Day Delegate Rate = £24.90 inc VAT (Minimum 10 delegates)

Rate includes:

- Room hire for the day
- Tea, coffee and Cobbs cakes on arrival
- Mid-morning tea, coffee and biscuits
- Afternoon Break Tea and Coffee with home baked cakes
- Water and cordials on meeting tables
- Wi-Fi internet access
- Stationery

Add a lunch to your conferencing:

- Soup and sandwich lunch - £4.50 supplement per delegate
- Buffet lunch – £7.50 supplement per delegate
- Three course sit-down lunch – £9.95 supplement per delegate
- Ask about our 24h delegate rate Different rate applies during the year.
- Please see the following pages for the sample menus.

Equipment available:

- Flip charts, white boards with markers, projectors, projection screens, break-out rooms, customised stationery and lecterns.



Soup & Sandwich Lunch

Soup of the day with a selection of freshly cut sandwiches (on your choice of White or Wholemeal Bread)

Tuna Mayonnaise
Egg Mayonnaise
Ham & Tomato
Roast Beef & Horseradish
Turkey & Cranberry
Cheese & Pickle or Tomato
Egg & Tomato
Plain Ham
Ham, Cheese & Tomato

Sample buffet menu

A selection of freshly cut sandwiches

Hot buffet...

Sausage & vegetarian sausage rolls
Tandoori chicken wings
Minted lamb kofta kebabs
Thai vegetable dim sum
Thai fishcakes with sweet chilli dip
Duck spring rolls
Spiced chicken fillet flavoured with Lemongrass
Game terrine with Cumberland sauce
Strathdon blue cheese tarts
Haggis or black pudding bon bons
Melon & Parma ham (served cold)

For dessert...

Fresh fruit kebabs
Mini home-made cocktail baking
Mini meringues
Mini cream scones

Freshly brewed Brodies coffee and tea



Sample Three Course Lunch from £9.95 per person

Golden lentil soup
Melon pearls with Glayva

Breast of chicken with a red wine & mushroom sauce
Supreme of salmon with a herb hollandaise

Crème brûlée with Scottish berries
Scottish cheese & biscuits

Freshly brewed Brodies coffee with home made petit fours

Sample Three Course Dinner from £21 per person

Cream of butternut squash & red pimento soup
Red pepper parfait with goat's cheese & aubergine, served with a green tomato & chilli chutney
Smoked salmon with prawn marie rose on a bed of salad leaves

Corn-fed breast of chicken stuffed with malt whisky-infused haggis and served with a Drambuie cream sauce
Paupiette of haddock & smoked salmon mousse with a prawn & chive cream sauce
Escalope of pork fillet with a mushroom & brandy cream sauce

Dark chocolate & hazelnut praline pyramid with white chocolate sauce
Sticky toffee pudding with caramel sauce & vanilla ice cream
Scottish cheese & biscuit selection

Freshly brewed Brodies coffee with home made petit fours

We accommodate any special request or dietary requirements wherever possible so please do not hesitate to contact us if we can be of further assistance to you.



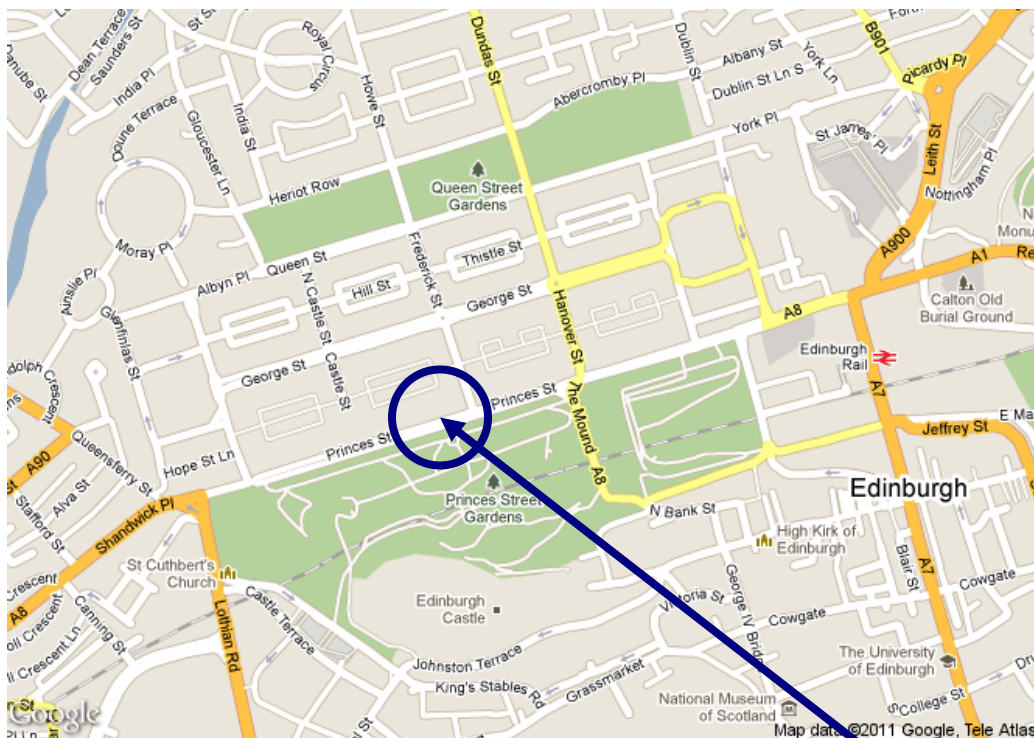
Location, location, location

By Car

The nearest car park is St James Centre National Car Park, off York Place or Leith Street. We can offer 15% off parking charges at the St James Centre NCP. Prior to parking we recommend you unload your luggage on Frederick Street, round the corner from Over-Seas House, as cars are not permitted along Princes Street. Call into the club for assistance with your luggage, fourth door from the corner of Frederick Street. Please for further directions ask at the reception, note that the discount does not apply to the car parking further on that you drive up a spiral road to.

By Train

From Waverley railway station the Clubhouse is only a 10 minute walk. On leaving the station from Waverley steps turn left, cross to shop side of Princes Street and the club is on the fourth block along, four doors from the corner of Frederick Street. Taxis are available in the station and are recommended if you have luggage, the cost would be £3.50 and takes five minutes.



Royal Over-seas League 100 Princes Street



Terms & Conditions

Confirmation of booking: When contacting the hotel to hold your event, minimum details will be taken. We will hold your event provisionally for seven days, thereafter we will contact you to confirm your event if you have not already contacted us. Anticipated guest members must be advised to the hotel at the time of confirmation and will be identified as the minimum guaranteed numbers on the contract.

Deposit: If the company which you represent does not have credit facilities with the hotel a deposit may be required.

Final Numbers: Final numbers must be confirmed to the hotel seven days prior to your event. Failure to do so may result in the day of your event being released and resold.

Credit Facilities: Credit facilities can only be arranged by obtaining and completing a credit application form. Credit facilities must be agreed at least 14 days prior to arrival. When credit facilities are granted and payment is not received within the stated terms, we reserve the right to charge an appropriate rate of interest (3% above base rate) or make a collection charge. All such credit accounts must not exceed their credit amount at any time.

Payment: All amounts incurred will be invoiced and payment is due on presentation. Any queries should not affect immediate payment of the outstanding balance. No allowance or refund can be made for meals and other elements not taken with the agreed package rate. Payment must be made in pounds Sterling (£) UK payable to 'Cobbs at Royal Over-seas League'. The Client agrees to pay the hotel for any food and beverage or other services not provided for in the contract or correspondence but made available on the request of the client on the day of the event.

Cancellations and Amendment Charges: In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to event, the hotel will make their best efforts to sell the space on your behalf. We do reserve the right to charge a cancellation fee. Any cancellation, postponement or partial cancellation should be advised to the hotel in the first instance verbally, followed by written confirmation. Guests with confirmed room reservations who do not stay for all nights booked will be considered non-arrivals and be liable for the applicable room rate.

