



THE
ROYAL SCOTS CLUB

**THE PERFECT VENUE FOR YOUR
MEETINGS, CONFERENCES & EVENTS**



time is precious. spend it wisely

**29-31 ABERCROMBY PLACE | EDINBURGH | EH3 6QE
0131 556 4270 | EVENTS@ROYALSCOTSCLUB.COM**

WELCOME

Boasting a range of flexible elegant conference facilities for 1 to 200 delegates, 27 luxuriously appointed bedrooms and versatile dining and bar facilities you really couldn't choose a better location than The Royal Scots Club.

Conveniently located in Edinburgh's New Town, only a 5 minute walk from Princes Street, The Club is a productive haven for your corporate event, central enough to make travel a breeze but with a cosy club atmosphere that makes it easy to forget your in Scotland's capital.

Our service and attention to detail is second to none so you can relax because you know that everything will be taken care of and organised to perfection.

TRANSPORT

By Road

From the West follow signs into the City Centre, eventually turning right onto Queen Street, taking the third left into Queen Street Gardens East and right into Abercromby Place.

From the East turn onto York Place, which continues into Queen Street. Turn second right into Queen Street Gardens West. Turn right onto Heriot Row, which changes into Abercromby Place after the traffic lights.

By Rail

Walking from Waverley Station turn up onto Princes Street, up and over St Andrew Square and into Dublin Street, turning left into Abercromby Place. Alternatively the Club is a five minute taxi ride from the station.

By Air

Take the A8 into the City Centre, following directions by road from the West. If coming by bus, the Airport Express Bus will drop you off at the bottom of the Mound, a short walk up Hanover Street, across George Street and down towards Queen Street Gardens East, turning right into Abercromby Place.

SUMMARY OF ROOMS AVAILABLE FOR HIRE

The Lyell Room

Located on the lower basement floor, a small meeting room suitable for up to 10 people.

The Hepburn Syndicate Room

Located on the lower basement floor, a small meeting room suitable for up to 12 people.

The Ellesmere Room

Located on the ground floor, a small meeting / training room, suitable for up to 30 people depending on layout.

The Scott Room

Located on the 1st floor, a small meeting room, suitable for up to 18 people depending on layout.

The Douglas Room

Located on the 1st floor, a medium meeting / training room, suitable for up to 50 people depending on layout.

The Princess Royal 1 Suite

Located on the lower basement floor, a medium-large meeting / training room, suitable for up to 80 people depending on layout.

The Princess Royal 2 Suite

Located on the lower basement floor, a medium-large meeting / training room, suitable for up to 80 people depending on layout.

The Hepburn Suite

Located on the lower basement floor, a large meeting / training room, suitable for up to 120 people depending on layout.

The Princess Royal Suite

Located on the lower basement floor, a very large meeting / training room, suitable for up to 200 people depending on layout.

FACILITIES FOR PEOPLE WITH DISABILITIES

Wheelchair Access

The building has full wheelchair access upon request. A sturdy ramp can be erected at the main members entrance to allow those with limited ability to enter and exit the building easily. Please note this ramp can take a period of time to erect so advance warning of a guest requiring use of it is preferred and appreciated.

Wheelchair accessible WCs are provided on most floors.

Induction Loop Hearing System

A fixed induction loop system is provided in the Princess Royal Suite and Hepburn Suite.

IT EQUIPMENT & AV FACILITIES

All rooms have data outlets and electric sockets to support use of laptops and presentation equipment.

Complimentary internet access is available throughout the building.

Conference packs, cordial, mints, mineral water and pencils come as standard.

The following in house equipment is available on request but subject to availability;

- Flipcharts with paper and pens
- 50 inch LCD screens
- Conference phones - Please note any outgoing calls will be charged at a rate of 25p a unit.
- Windows laptops

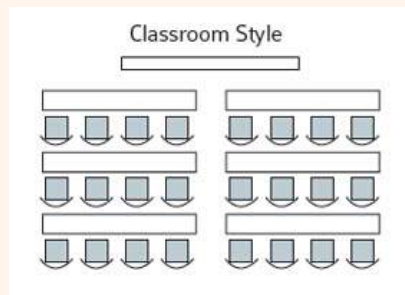
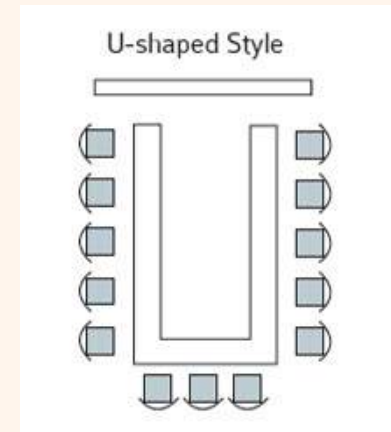
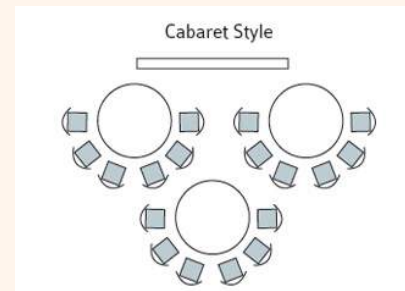
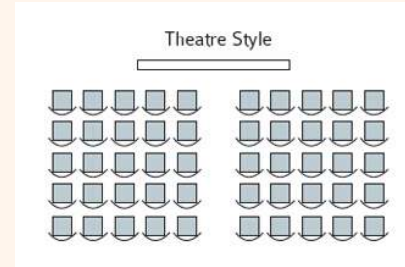
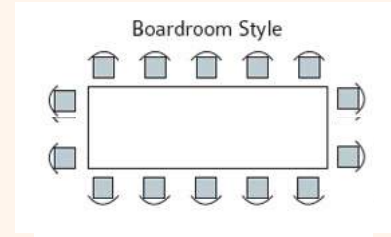
The following services are available at a charge, prices on request.

- Photocopying - An 'emergency' photocopying service is available for copying meeting papers and is subject to staff availability. Wherever possible please arrange photocopying in advance.
- Printing - A printing service is available if required but is subject to staff availability.
- External phone calls - all outgoing calls will be charged at a rate of 25p a unit.

BOOKINGS

For bookings please contact us on 0131 556 4270 or email events@royalscotclub.com. Further information can be found on our website - www.royalscotclub.com

ROOM HIRE LAYOUTS



THE LYELL ROOM



Located on the lower basement level.

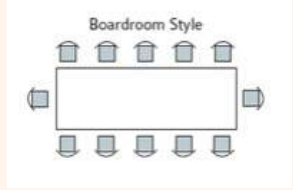
This room has a fixed solid oak boardroom table for up to 10 guests plus a small breakout space to the side with 2 x 2 seater sofas.

Air conditioning, complimentary Wi-Fi, LCD screen, flip chart & conference phone available on request.

Please note this room has no natural daylight.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	£25.00	£112.00	£147.00
RECIPROCAL MEMBER	N/A	£136.00	£178.50
NON-MEMBER	N/A	£160.00	£210.00

Capacity
Boardroom style - 10



THE HEPBURN SYNDICATE ROOM



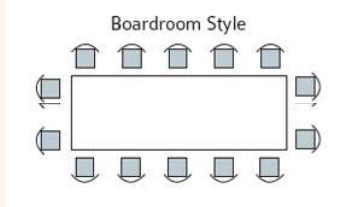
Located on the lower basement level.

This room has a flexible boardroom table for up to 12 guests.

Air conditioning, Complimentary Wi-Fi, LCD screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	N/A	£119.00	£154.00
RECIPROCAL MEMBER	N/A	£144.50	£187.00
NON-MEMBER	N/A	£170.00	£220.00

Capacity
Boardroom style - 12



THE ELLESMERE ROOM

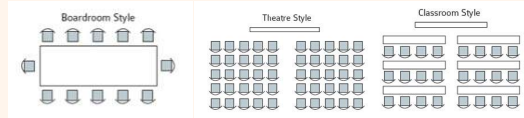


Located on the ground floor with large beautiful windows which let the natural light flood in. This room has a flexible boardroom table for up to 18 guests or can be set theatre style for 30 or classroom style for 12 guests.

Complimentary Wi-Fi, LCD screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	N/A	£136.50	£189.00
RECIPROCAL MEMBER	N/A	£167.75	£229.50
NON-MEMBER	N/A	£195.00	£270.00

Capacity
Boardroom style - 18
Classroom style - 12
Theatre style - 30



THE SCOTT ROOM

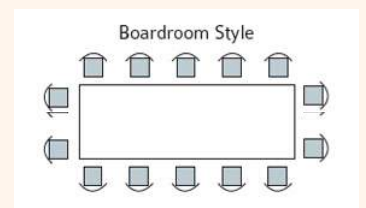


Located on the first floor with large windows and a beautiful granite fireplace. This room has a flexible boardroom table for up to 18 guests.

Complimentary Wi-Fi, LCD screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	N/A	£136.50	£189.00
RECIPROCAL MEMBER	N/A	£167.75	£229.50
NON-MEMBER	N/A	£195.00	£270.00

Capacity
Boardroom style - 18



THE DOUGLAS ROOM



Located on the first floor with large windows overlooking the peaceful Queen Street Gardens. This room has a flexible boardroom table for up to 28 guests or can be set theatre style for 50, U-shape for 25 or classroom style for 18 guests.

Air conditioning, Complimentary Wi-Fi, LCD screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	N/A	£154.00	£224.00
RECIPROCAL MEMBER	N/A	£187.00	£272.00
NON-MEMBER	N/A	£220.00	£320.00

Capacity

Boardroom style - 28
Classroom style - 18
U-shape - 25
Theatre style - 30

THE PRINCESS ROYAL 1 & 2 SUITES



Located on the lower basement level. Either half of our largest suite split with a removable wall with a large shared lobby area for registration and breaks.

These rooms have flexible set ups and can accommodate up to 80 theatre style, 30 boardroom, 42 cabaret, 25 u-shape or 18 classroom in each one.

Please note Princess Royal 1 has no natural daylight but Princess Royal 2 Suite does.

Air conditioning, Complimentary Wi-Fi, Ceiling HD projector & screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY <i>09:00-12:30 or 13:00-17:00 or 17:30-21:30</i>	PER FULL DAY <i>Anything between - 09:00-17:00 or 13:00-21:30</i>
CLUB MEMBER	N/A	£154.00	£224.00
RECIPROCAL MEMBER	N/A	£187.00	£272.00
NON-MEMBER	N/A	£220.00	£320.00

Capacity

Boardroom style - 30
Classroom style - 18
U-shape - 25
Theatre style - 80
Cabaret style - 42

THE HEPBURN SUITE



An entirely self-contained area located on the lower basement level.

With adjacent private bar which can be used for registration, tea/coffee service or a syndicate room.

There is also a large stage in the room which can be used for presentations.

This room has flexible set ups and can accommodate up to 120 theatre style, 40 boardroom, 72 cabaret, 36 u-shape or 48 classroom.

Air conditioning, Complimentary Wi-Fi, Ceiling HD projector & screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY 09:00-12:30 or 13:00-17:00 or 17:30-21:30	PER FULL DAY Anything between - 09:00-17:00 or 13:00-21:30
CLUB MEMBER	N/A	£294.00	£434.00
RECIPROCAL MEMBER	N/A	£357.00	£527.00
NON-MEMBER	N/A	£420.00	£620.00

Capacity

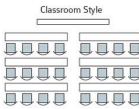
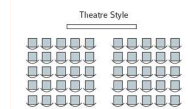
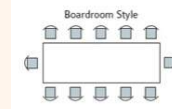
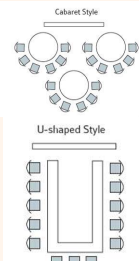
Boardroom style - 40

Classroom style - 48

U-shape - 36

Theatre style - 120

Cabaret style - 72



THE PRINCESS ROYAL SUITE



An entirely self-contained area with large lobby for registration and food and beverage service and adjacent syndicate area which can be used as a breakout space.

There is a movable stage which can be used for presentations.

This room has flexible set ups and can accommodate up to 160 theatre style, 50 boardroom, 96 cabaret, or 32 classroom.

Air conditioning, Complimentary Wi-Fi, Ceiling HD projector & screen, flip chart and conference phone available on request.

HIRE COSTS	PER HOUR	PER HALF DAY 09:00-12:30 or 13:00-17:00 or 17:30-21:30	PER FULL DAY Anything between - 09:00-17:00 or 13:00-21:30
CLUB MEMBER	N/A	£294.00	£434.00
RECIPROCAL MEMBER	N/A	£357.00	£527.00
NON-MEMBER	N/A	£420.00	£620.00

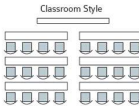
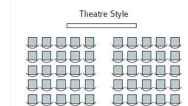
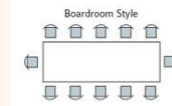
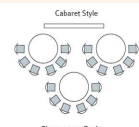
Capacity

Boardroom style - 50

Classroom style - 32

Theatre style - 160

Cabaret style - 96



FOOD & BEVERAGE



All of our catering options are provided by our excellent team of in-house chefs and prepared fresh on the day of your event. Allergies & dietary requirements can always be catered for so do get in touch with any questions.

BREAKFAST

OPTION	COST
Tea, coffee & biscuits	£3.00pp
Tea, coffee & pastries	£5.50pp
Hot Rolls Selection of bacon, sausage & egg rolls with sauces	£4.00pp
Continental Breakfast Selection of fruit & natural yoghurts, selection of pastries & croissants with preserves, bowl of fresh fruit, melon platter, tea, coffee, fresh orange & apple juice	£12.00pp
Continental Breakfast with hot rolls As above plus a selection of bacon or egg rolls with sauces	£15.00pp
Full Breakfast Selection of cereals, fruit and natural yoghurts, selection of pastries and croissants with preserves, white or wholemeal toast, sausages, bacon, scrambled eggs, tomato and mushrooms, bowl of fresh fruit, tea, coffee, fresh orange and apple juice	£20.00pp
Extras Pot of Scottish porridge topped with honey Fruit yoghurt & granola pots Mini tray bakes Bowl of fresh fruit Seasonal cut fruit platter Fresh orange and apple juice	£4.00 each £2.50 each £2.50 each £18.00 each £20.00 each £8.00 per jug

LUNCH EXTRAS

OPTION	COST
Mug of soup with croutons	£3.00
Mini cottage pies	£2.50
Gourmet chicken & mushroom pies	£3.00
Gourmet Peppered steak pies	£3.00
Homemade sausage rolls	£2.50
Goat's cheese & red onion vol-au-vents V	£2.50 (2pp)
Panko breaded prawns	£3.50 (2pp)
Sliced cakes/tray bakes	£2.50
Scottish tablet & shortbread	£1.50
Cut fruit platter with seasonal fruits	£18 (serves 10)
Bowl of Fresh Fruit	£18 (serves 12)

LUNCH PLATTERS

OPTION	COST
The Sandwich Platter A selection of freshly made triangle sandwiches, all filled with our seasonal selection of meat, fish & vegetarian fillings. One & a half rounds per person, served with Kettle crisps.	£7.50pp Min 6 people
The Working Lunch A selection of freshly made triangle sandwiches, all filled with our seasonal selection of meat, fish & vegetarian fillings. One round per person, served with a chef's choice of finger food items, chef's choice of sliced cakes or tray bakes & Kettle crisps.	£10.50pp Min 6 people
The Deli Platter A selection of sliced artisan breads, continental & British meats, pates & cheeses, tomato & brie tarts, olives & choice of one salad from salad bowl options. Also served with little pots of something sweet for dessert.	£15.00pp Min 10 people
A Traditional Scottish Picnic... Always Served Indoors Pork pies with piccalilli Scotch eggs Homemade sausage rolls Cheese & onions rolls V Chef's selection of meat & vegetarian triangle sandwiches Goat's cheese & red onion vol-au-vents V Scottish strawberries & cream (seasonal) or mini fruit tarts V Served with elderflower & cucumber infused water V	£18.50pp Min 12 people
Salad Bowls One option included in deli platter or hot buffet lunch Alternatively add onto any lunch for £12 per bowl Homemade coleslaw with sesame seeds & coriander New potato, spring onion & mustard mayo Classic Greek salad topped with pumpkin seeds Tomato & red onion salad with a herb dressing Sesame egg noodles, pak choi, peppers & baby corn	£12 per bowl feeds 8
Two Course Hot Buffet Our hot fork buffet includes one meat or fish dish, one vegetarian dish, one salad bowl option, selection of freshly baked breads & one dessert. Options on request.	£19.00pp Min 12 people

DRINKS

OPTION	COST
Tea, coffee & biscuits	£3.00
Jugs of homemade lemon & lime & sparkling water	£8.00 per litre
Jugs of still elderflower & mint water	£6.00 per litre
Jugs of fresh orange & apple juice - £8 per litre	£8.00 per litre
Cans of fizzy juice	£2.20-£2.40