



## HOLIDAY INN SOUTHEND

### Dry Hire Terms & Conditions:

The hotel facilities offered in this contract are for the exclusive use of the client and affiliates and resale of the facilities is not permitted.

The release of beverages on site is not permitted and ticket sales for an event must be pre-arranged and agreed with the venue at contract stage.

All Rates are inclusive of VAT at the prevailing rate which is currently 20% and is subject to change without notice.

Rates offered cannot be disclosed to any 3rd Parties, and failure to comply may result in the withdrawal of services, event space or commissions agreed.

The hotel reserves the right to release any event, accommodation or services held, without notice, if the Contract Schedule and Terms & Conditions are not returned signed by the date shown on the Contract Schedule.

#### A. PAYMENT AND BOOKING TERMS

1. An initial non-refundable deposit of £500.00 will be required once your booking form has been signed. The remainder of the balance is required 28 days prior to your event date.

2. A refundable damage deposit is to be paid on booking of £500.00, which will be returned after the event subject to a satisfactory check of the areas and items hired.

3. Any breakages and damages in the areas used: Laker Suite, Laker Foyer, Lounge Bar and outside ornamentation will be invoiced directly to you after the event minus the damage deposit paid.

4. No use of the kitchen or any of the hotel's kitchen equipment is permitted unless stated in the function agreement #Section E6.

5. No use of hotel crockery, cutlery or glassware unless stated in the function agreement.

5. Dry hire only with use of the tables with linen cloth and chairs.

6. Any suppliers must provide PAT test certificate and Public Liability Insurance documentation prior to event date. In addition any caterers will need to provide Health & Safety, food hygiene & food safety certificates.

7. If payment is to be made by either credit or charge card this must be made known to the hotel at the time the booking being contracted. Only recognized credit cards will be accepted. Payment will be collected 28 days prior to the event for the pre booked amount (including accommodation, food and beverage and equipment).

\* The hotel reserves the right to re-check the client's credit status at any time before the event day and reserves the right to increase the amount of deposit required if there is a change in the Hotel's assessment of the client's financial situation. The hotel reserves the right to cancel the booking if the client is in arrears of the deposit requirement or the hotel becomes aware of a significant adverse change in the client's situation.

#### B. CANCELLATION BY CUSTOMER

1. Should you cancel your booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.

2. The following charges will apply:

3. If cancellation occurs 4 -16 weeks before an event, cancellation is £500.00 non-refundable deposit.

4. If cancellation occurs less than 4 weeks before an event, cancellation is 100% of total charges.

#### C. CANCELLATION BY HOTEL

The hotel may cancel the booking at any time without any obligation to you in any of the following circumstances:

1. If the hotel or any part of it is closed due to fire, alteration, or re-decoration, by order of public authority, administrative receiver or through any reason beyond the hotels control.

2. If you become bankrupt or insolvent or enter liquidation or have an administrator, administrative receiver or receiver appointed overall or to a substantial part or your assets.

3. If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.

4. If the event may, in the hotel Manager's reasonable opinion, prejudice the reputation of the hotel.

#### D. LIABILITIES

1. Please safeguard your property. The hotel will not accept any liability for loss or damage to property or of death or illness or injury to persons unless caused by the hotel's negligence.

2. Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event. You are advised to consider your insurance cover in respect of (b) above.

**Holiday Inn Southend**

77, Eastwoodbury Crescent, Southend, SS2 6XG

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| Web: [hisouthend.com](http://hisouthend.com)



#### E. VENUE DETAILS AND REQUIREMENTS

1. The Laker Suite at Holiday Inn Southend can seat up to 120 people and 175 for an informal set up. This complies with the health and safety laws. No more guests are permitted to enter the hotel.
2. All service providers must be approved by Holiday Inn Southend to booking. Firms that are not known to the venue can be approved by Holiday Inn Southend at their discretion and may be asked to meet the hotel's General Manager before they are accepted as service providers.
3. Set up for the room is the responsibility of the clients to inform hotel 4 weeks prior event date.
4. Access to the hotels function suite will be detailed on contract and forms part of the total hire time.
5. The clients must clear all rubbish and belongings prior to leaving the premises.

#### 6. Kitchen

- Use of the kitchen is based on re-heating and plating food only.
- Must be a professional caterer with certifications.
- No gas available.
- No use of Fridge or storage.
- Staff will not be provided for pot wash.
- No cutlery, crockery or glasses will be provided unless a supplement is charged
- Guests are welcome to use the wash up area for cleaning of plates and glasses.
- Clients must clear all rubbish and belongings prior to leaving the kitchen area and premises.
- Caterers must provide a current Food Hygiene Certificate, The latest Food Safety Inspection Certificate, Document detailing the use of a Food Safety Management System and Public Liability Insurance.

#### F. MUSIC AND ENTERTAINMENT

1. All music and entertainment must be authorised by the hotel prior to the event, without authorisation any music or entertainment will not be permitted.
2. Music sound levels must meet that of the industry standard and is only permitted within the hire times.
3. All events must finish by midnight at the latest.
4. All suppliers must provide a valid PAT testing certificate for electrical equipment and a current Public Liability Insurance.

#### G. GENERAL.

1. No tickets whatsoever may be sold at the event.
2. The hotel name, logo, telephone number, email addresses and the name Holiday Inn Southend may not be used in any advertising or other publicity without the prior written consent of the hotel Manager.
3. No signs, displays, posters or other materials may be fixed to the walls of hotel rooms without the prior authorization of the hotel Manager.
4. If the contract includes you employing the services of an outside contractor you will indemnify the hotel against any loss or damage to the property to death or illness or injury to any persons and against all claims, costs, demands, proceedings, and damages arising there from. Any outside contractor employed by you must report to the Guest Services Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The hotel reserves the right to refuse access to any contractor in appropriate circumstances.
5. Any prior agreed account bar facilities must be fully paid, as per final bill. Failure to sign bar receipts on the day of the event is the sole liability of the account holder.
6. Any food and drink brought onto the premises for the purpose of the function will need to be detailed on a disclaimer prior to the event and signed by the event booker.

<b>Hotel contact details:</b>	<b>Name:</b>
	<b>Address:</b> Holiday Inn Southend, 77 Eastwoodbury Crescent, Southend on Sea, SS2 6XG
	<b>Email:</b> events@hisouthend.com
	<b>Fax:</b> 01702 543001
<b>Hotel Signature &amp; Date:</b>	
<b>Client Name &amp; Contact Details:</b>	

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<b>Signature &amp; Date:</b>	
<b>Name of event:</b>	
<b>Date of event:</b>	

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All rates quoted are per person unless otherwise stated and include VAT at the prevailing rate.