

2019 - 2020

INDIAN INFORMATION
PACK

THE EDGBASTON PALACE HOTEL

198 - 200 Hagley Road

Edgbaston

Birmingham

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[facebook.com/edgbastonpalacehotel](https://www.facebook.com/edgbastonpalacehotel)

INTRODUCTION

We would like to welcome you to the
EDGBASTON PALACE HOTEL

Thank you for considering to hold your function here. Each function is tailored to your individual requirements and needs, let us make the arrangements for you, we won't let you down.

Which ever choice you have to make, this pack should provide all the help and information you need.

Our secluded gardens and court yard make a beautiful backdrop to all wedding or function photographs.

For guests attending your event we have a large free car park at the rear of the building - cars just need to be registered on the parking eye monitor on reception.

We will be delighted to show you around, without obligation.

To organise a viewing just call.

WHAT'S INCLUDED IN THE PRICE.

The Buffet prices include:

- * Tasting Session (see below)
- * Room Hire
- * Tables
- * Chairs
- * White table linen
- * White Napkins
- * All Crockery
- * All Cutlery
- * All Glassware
- * Jugs of water

Tasting session: We pride ourselves in the fact that all food is cooked fresh and to your personal taste for your event.

When you pay the initial deposit to secure the date requested, we will at a time suitable for yourself, invite the lead guest and 1 more guest (2 in total) into the hotel for complimentary food tasting session, you will be sampling the chosen items on your menu and discussing the spicing and flavours of the food cooked fresh for you with the chef.

Please note: If you want a more formal event and would like table service then please discuss this option with us, as this can be arranged for you, as an extra charge - see last page

MENU PRICES

8 DISHES:

£22.00 per person

3 Starter Choices

3 Main Dishes

2 Desserts

Salad

Rice

Riata

Chapatti OR Naan

Chefs Own Sauces

10 DISHES:

£27.00 per person

4 Starter Choices

4 Main Dishes

2 Desserts

Salad

Rice

Riata

Chapatti OR Naan

Chefs Own Sauces

13 DISHES:

£32.00 per person

5 Starter Choices

5 Main Dishes

3 Desserts

Salad

Rice

Riata

Chapatti OR

Naan

PLEASE NOTE: The prices quoted above are for buffet service only, if you require the event to be waitress service then please ask for a price to include this.

SUNDRIES:

Chapatti or Naan Bread

Chefs Own Sauces Raita

Rice

Salad

STARTERS:

Aubergine Pakora (V)

Aloo Tikki (V)

Chicken Tikka

Chana Masala (V)

Chole (V)

Fish Pakora

Gole Gappe (V)

Lamb Sheek kebab

Masala Fish Pakora

Mixed Vegetable Bahjee (V)

Onion Bahjee (V)

Vegetable Spring Rolls (V)

MAIN COURSES:

Aubergine and Potato Sabaji (V)

Byrani - Meat

Byrani ~ Vegetable (V)

Chicken Jalfrezi

Chicken or Lamb Curry

Lamb Rogan

Mixed Sabaji (V)

Paneer Mutta (V)

Rogan Josht

Sagg Aloo (V)

Shahi Paneer (V)

Tandoori Fish Masala

Tarka Daal (V)

DESSERT:

Galab Jamun (V)

Fresh Fruit Salad (V)

Ice-cream (V)

Rasmali (V)

Vegetarian Cheesecake (V)

EXTRAS:

Korari Dishes & Stand	£30.00 per stand
Balloon Arrangements	£8.50 per table
Chair Cover & Sash	£2.00 per chair
Fruit Stand	On request
Table Waiting Staff	On request
Ice Buckets & Tongs	£1.00 per unit

Accommodation Rates:

Special price will be given on request for your event

EVENT - BOOKING FORM

GUEST/S BOOKING NAME: _____ TELEPHONE: _____

ADDRESS: _____

_____ POSTCODE: _____

FUNCTION DATE: _____ FUNCTION TYPE: _____

IS THIS A SURPRISE PARTY: _____ NUMBER OF GUESTS: _____

IF IT'S FOR A WEDDING:

GROOMS NAME: _____ TELEPHONE: _____

BRIDES NAME: _____ TELEPHONE: _____

NUMBER OF GUESTS: _____

TABLE SERVICE: _____ BUFFET SERVICE: _____

Requirements:

8 Dishes

10 Dishes

13 Dishes

Tea & coffee £2.00 PP

Ceremony room hire

OTHER MENU REQUESTED:

Please note that no room hire charge is payable if we are catering for over 100 guests at your function

Drinks requirements (i.e. toasting drinks, bar tab, etc) _____

Guests time of arrival: _____ Time required for food to be served: _____

Bar opening time: _____ Bar closing times: _____

DJ to finish: _____ Function room to be vacated by: _____

COSTS:

TOTAL AMOUNT PAYABLE £ _____ (see separate invoice)

DEPOSIT £200.00

DEPOSIT IS NON REFUNDABLE

DEPOSIT £500.00

PRE-AUTHORISED 1 DAY PRIOR TO DATE OF FUNCTION

DATE DISCUSSED: _____

1st payment = 1/2 total cost £ _____ to be paid 8 weeks _____ (date) prior to function

Balance £ _____ to be paid 10 days _____ (date) prior to function

I am signing as confirmation of the above booking, and understand and agree to the terms and conditions outlined overleaf to which I have been given a copy of:

Signed: _____ Printed: _____

Date: _____

***** For office use only *****

Deposit received: cash/cheque/credit/debit card/BACS £ _____ Date: _____ Received by: _____

1st payment received: cash/cheque/credit/debit card/BACSE £ _____ Date: _____ Received by: _____

FORMS RETURNED

Sound limiter

Terms & Conditions

Booking form & Non refundable deposit

Edgbaston Palace Hotel - Functions

TERMS AND CONDITIONS

BOOKING & PAYMENTS:

1. All bookings are regarded as provisional until confirmed in writing with the booking form.
2. Provisional bookings will be held for 21 days and then automatically cancelled unless a deposit of £200.00 (non-refundable) and a signed copy of this agreement is received.
3. A £500.00 (PRE-AUTHORISED 1 DAYS PRIOR TO THE EVENT) deposit is also required on these conditions.
4. Confirmation of the booking will be considered acceptance of these terms and conditions
5. In the event of a function being cancelled, the hotel must be informed in writing. And if cancelled will be subject to the following charges:
 - Between 24 & 12 weeks before the event is scheduled to take place then 25% of the booking value
 - Between 12 & 4 weeks before the event is scheduled to take place then 75% of the booking value
 - Less than 4 weeks before the event is scheduled to take place then 100% of the total booking value
6. Bookings cannot be transferred to another date
7. Where possible we will try to accommodate changes in the bookings, however this is at the discretion of the management
8. Any payment made to the hotel AFTER the initial deposit has been received at the hotel will also be classed as a non-refundable payment.
9. The sound limiter guidelines MUST also be returned to the hotel, once: you and your entertainer have read and signed the form, this will also be signed by a member of staff at the hotel and the copy kept on file.

GENERAL TERMS AND CONDITIONS:

10. The Organisation and/or Individual in whose name the booking is made, unless otherwise stated, will be considered the hire, and shall be jointly and severally liable in respect of the booking.
11. The Hirer's requirements should be detailed on the booking form at the time of booking and the Hirer shall notify "The Edgbaston Palace" of any changes to the requirements, not less than 30 working days before the function. We cannot guarantee to fulfil any changes, and any changes made are subject to written agreement.
12. We need the final numbers in writing, 28 days before the function and full payment must be received no later than 28 days before the function date. Failure to comply could result in the Hirer's booking being cancelled, without notice.
13. Prices are subject to change without notice up to 30 days prior to the event, unless previously confirmed in writing
14. VAT at the current rate is included in all charges
15. On completion of the function, any outstanding balances are to be settled on the night
16. All drinks, including toasting wines are subject to corkage if not purchased at Edgbaston Palace Hotel, £7.50 per bottle for wines and £10.00 for any sparkling wines or Champagnes, and any no alcoholic soft drinks are £2.50 per carton/bottle.
17. No items to be stuck to the walls or ceiling with any pins - only blue tack is allowed..
18. It is the responsibility of the hirer to inform the hotel of any person under the age of 18 that will be present at an event, as guests will be asked for valid photographic identification and will not be served any alcoholic drinks. We operate a "Challenge 25" so guests will be asked for identification when purchasing alcoholic drinks.
19. If the hirer becomes aware of any guest under the age of 18 being served alcoholic drinks by a member of staff you must make us aware of this.
20. **No drinks to be consumed outside – only in court yard and garden – not the rear/front car park.** The booking relates to the function room and courtyard area outside Edgbaston Palace only. This does not grant permission to access the ground other than for parking and access from the car park
21. **WE do not tolerate guest drinking and drinks that HAVE NOT BEEN PURCHASED at the hotel bar/s you will lose your £500.00 terms & conditions deposit and the function will be closed down and all guests will be asked to leave.**
22. The management reserve the right to refuse any booking
23. The management reserve the right to cancel any booking without liability on Edgbaston Palace's part
24. The hirer will be responsible for the orderly conduct of guest. The Hirer shall insure that guests have regard to regulations imposed by any competent authority and that nothing shall be done which will constitute a Breach of the Law.
25. The Hirer shall fully indemnify Edgbaston Palace against any claims or loss arising as a result of any clause or of general disorderly or destructive conduct of their guests.
26. Edgbaston Palace reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the Hirer must take all necessary action to correct any noise/behaviour deemed unacceptable. In the event of failure to comply the management's request, Edgbaston Palace reserves the right to terminate the contract and stop the event without liability.
27. Functions are required to finish at the time agreed when the booking is made. The Hotel reserves the right to levy additional charges where the Client fails to vacate the room at the contracted time.
28. You and your guests are more than welcome to purchase drinks from the hotels residents bar, but once last orders have been called in the residents bar it will close and WILL NOT remain open for function guests.

EDGBASTON PALACE CATERING SERVICE:

- 29. No food left over from any function may be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.
- 30. You the client, must inform the function coordinator of any dietary requirements or allergies of guest attending your event 28 days prior to the event.
- 31. Edgbaston Palace cannot be held responsible for the quality of food NOT served at the scheduled time due to late arrival etc.
- 32. Buffets will be left out for 90 minutes after the buffet has been served.

HEALTH AND SAFETY:

- 33. The Hirer is responsible for the Health and Safety of their guests throughout the hire period and will be expected to comply with all relevant legislation. Please enquire with the Function Manager if you require specific information.
- 34. The Management reserves the right to alter proposes room layouts in order to comply with the Fire Regulation and to refuse admission to rooms if over-crowding is liable to occur
- 35. Edgbaston Palace accepts no responsibility for death, bodily injury or disease, however arising to clients or their guests expecting only such as arises due to the negligence of the company, its servants or agents acting strictly in accordance with the terms of their employment, sub-contract or other agreement.
- 36. Edgbaston Palace Hotel shall not be responsible for any loss or damage to property arising out of holding a function. Nor shall Edgbaston Palace be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or Act of God which may cause the premises to be temporally closed or the function interrupted.
- 37. Whilst every effort is made to safeguard client property Edgbaston Palace does not accept any liability for any loss or damage caused. Nor can we be responsible for Wedding gifts or decorations that have been delivered to or, handed over to a representative.
- 38. If for any reason, if the Fire Alarm is activated the power to the “Entertainers” equipment will be automatically cut off. Power will only be returned once the function staff has verified the reason for the alarm being activates. Until then, the power will not be returned until the Fire alarm has been re-set. This is purely fore Health & Safety of all the guest in the function evacuating safely, in the event of a Fire/emergency.

ACCOMMODATION:

- 39. Accommodation is reserved at a reduced price for your function/event these will be discussed at the initial meeting and will be sold as room only rate. All rooms that are reserved in your name will be released 4 weeks prior to the date of your event. All accommodation is sold on a first come first served basis and if guests find the accommodation at a reduced price elsewhere we will not match it. However if your guests do not book within the specified time we will not guarantee the prices quoted.
- 40. The Hotel will endeavour to make available bedrooms from 2.00pm on the day of arrival. We request that bedrooms be vacated by 11am on the day of departure. However, in the event that the guests arrive early we will be delighted to store luggage and belongings until such time that the bedrooms are ready. Should the bedrooms not be vacated by 11am on the day of departure, a charge will be made by the hotel.

ENTERTAINMENT & DISCO:

- 41. Noise levels; a limiter has been installed and is not controlled by the function staff, it is the responsibility of the “Entertainers” to regulate and monitor the sound levels in the room and adjust the volume/bass/treble accordingly. If the entertainers continue to fail to stay within this limit we reserve the right to disconnect the power supply directly at the mains. It is the responsibility of the client to ensure any entertainers using electrical equipment have the appropriate safety PAT Test certification. If in the opinion of the management the equipment is unsafe we reserve the right to disconnect the power supply. It is also the responsibility of the client to ensure that all entertainers have public liability insurance. Please advise your Bands or Discos that they must leave no later than 30 minutes after the end of the function. If the “Entertainer” does have faulty equipment and causes damage to the hotel premises the “Hirer£ which is your self will be held responsible for the cost.
- 42. No smoke or fog machines are allowed.
- 43. All cables must be covered for Health & Safety purposes
- 44. The sound limiter guide lines need to be: read, signed and returned to the hotel by: the hirer, the entertainer and the function coordinator at least 48 hours prior to the entertainer setting up and testing his/her equipment

GOVERNING LAW:

- 45. The contract shall be governed by and constructed in all respects in accordance with the laws of England. The contract does not affect any rights which the Client may have under the Hotel Proprietors Act 1956 where the Act Applies

SIGNED – On behalf of Hotel: _____ DATE: _____

SIGNED – Guest booking Function/Event: _____ DATE: _____

RETURNED DATE: _____

YOUR FUNCTION SUPPLIERS LIST

Please fill out the information below for your supplier.

If the supplier is using any electrical equipment they must provide: Insurance certificate and PAT test certificate for all their equipment at least 7 days prior to your event.

PHOTOGRAPHER:

Name: _____ Contact number: _____

VIDEOGRAPHER:

Name: _____ Contact number: _____

DJ & BAND:

Name: _____ Contact number: _____

Name: _____ Contact number: _____

CAKE SUPPLIER:

Name: _____ Contact number: _____

FLORIST:

Name: _____ Contact number: _____

HAIR DRESSER & MAKE UP:

Name: HD _____ Contact number: _____

Name: MU _____ Contact number: _____

ROOM DECORATORS, i.e., back drops, table skirts with lights, dance floor, lighted letters etc.

Name: _____ Contact number: _____

Name: _____ Contact number: _____

ACTIVITIES, i.e. Bouncy castle, bucking bronco, casino tables, sweet table, photobooth etc.

Name: _____ Contact number: _____ Activity: _____

Name: _____ Contact number: _____ Activity: _____

ANY OTHER SUPPLIER/ACTIVITY NOT LISTED:

Name: _____ Contact number: _____

Name: _____ Contact number: _____

Name: _____ Contact number: _____

TERMS & CONDITIONS AUTHORISATION

Please fill in the form and return it to the hotel to authorise Credit Card payment.
Fax: 0121 455 7933

I hereby authorise **The Augustus Hotel t/a The Edgbaston Palace Hotel** to PRE- AUTHORISE my *personal/corporate credit card to cover the terms and conditions for the event listed below:

Mr / Mrs / Ms _____

Address _____

Date of event _____

Pre-authorisation date: _____

Name of Function: _____

	TERMS & CONDITIONS DEPOSIT	Number guests	Price	Total

Please charge my credit card for the account **in full**.

Credit card Details:

Credit cardholder's name _____

Cardholders Signature _____

Type of credit card _____ Issue Number - _____ (Amex or Switch Only)

Credit Card Number _____

Start Date _____ Expiry Date _____ [] Corporate Card

Authorisation (security) Code _____ Authorisation Amount **£500.00**

The address the card is registered to

Date: _____

Date _____

The hotel reserves the right to refuse payment on the above at its sole discretion. Please note that the above instructions will only be accepted provided the hotel receives a photocopy of each side of the Credit card

198-200 Hagley Road
Edgbaston
Birmingham
B16 9PQ
Tel: 0121 452 1577
enquiries@edgbastonpalacehotel.com



Sound Limiter Guidelines

At the Edgbaston Palace Hotel we have a sound limiter installed in the function room which has been set to a suitable audible limit as required by Birmingham City Council.

We require a copy of your PAT test for your equipment and a copy of your Public liability insurance for our records. We, reserve the right to refuse you to play on the night if these are not produced at the hotel before hand or on the day. We, have the right to inspect your equipment at any time during the event you are hired to play for.

It is the responsibility of the DJ to monitor the limiter and make sure it does not go into the RED Zone. When doing this he/she must make sure they have taken into consideration the level of music combined with the level of noise made by the guests throughout the evening and adjust the volume accordingly. If it does go into the RED zone, the electric will cut off to the sockets. This can be anything from for 10 seconds up to 45 minutes.

If for any reason the Hotel Fire alarm system is activated the power to the function room will shut off automatically and power cannot be returned until the relevant inspections have been made or the hotel is evacuated.

If you fail to abide by these guidelines you will be solely liable if your equipment gets damaged or to any discomfort caused to party host and his/her guests.

Any tampering with the sound limiter will instigate an immediate closure of the function and no reimbursement will be given by the hotel.

We do not allow any smoke machines either as this can set of the Fire Alarm and we will evacuate the event and building

We, the hotel are not and will not responsible for you tripping the limiter and the onus is on you to keep within the limits set. The hotel will not be held responsible for you ignoring these guidelines on the night.

Staff working have no access to re-setting the limiter as it is your responsibility not to go in the RED.

Please abide by theses guidelines for a successful evening and we thank you for your co-operation during the event you are hired to play at The Edgbaston Palace Hotel

Copy of PAT Test certificate taken

Copy of Public Insurance taken

Time: _____ Music to start

Time: _____ Music to be turned down - Residential licence for hotel requests this

Time: _____ Please call last orders

Time: _____ Music MUST End - NO encores.

Signed by DJ/Band Leader: _____ Date: _____

Signed by Hirer: _____ Date: _____

Signed on behalf of the hotel: _____ Date: _____