2019 & 2020
PARTY BUFFET INFORMATION PACK

THE EDGBASTON PALACE HOTEL

198 - 200 Hagley Road
Edgbaston
Birmingham
B16 9PQ
TEL: 0121 452 1577
FAX: 0121 455 7933

EMAIL: enquiries@edgbastonpalacehotel.com
FACEBOOK: facebook.com/edgbastonpalacehotel.com

Updated - 16-04-2019
INTRODUCTION

We would like to welcome you to the
EDGBASTON PALACE HOTEL

Thank you for considering to hold your Party here.
Each Party is tailored to your individual needs and requirements,
so let us make the arrangements for you.
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 Back
drop to All Photographs.
We will be delighted to show you around, without obligation.
To organise a viewing just call.
BUFFET PRICES

BUFFET 1 £15.00 PER PERSON
Selection of Sandwiches - Meat & Vegetarian
- Mini Pizza Slices
- Sausage Rolls
- Chees & Onion Quiche
- Gala Pork Pie
- Mixed Salad
- Chips

BUFFET 2 : £17.50 PER PERSON
Selection of Sandwiches - Meat & Vegetarian
- BBQ Chicken Drumsticks
- Onion Bhajis
- Vegetable Spring Rolls
- Pork Pie
- Coleslaw
- Pasta Salad
- Chips

BUFFET 3 : £20.00 PER PERSON
Selection of Sandwiches & Wraps - Meat & Vegetarian
- Chicken Tikka Skewers
- Vegetable Skewers
- Selection of Quiche
- Lamb Samosa
- Pizza Slices
- New Potato Salad
- Tomato, Olive and Red Onion Salad

Updated - 16-04-2019
PIG ROAST AND BBQ – £19.50

For 100 Guests minimum
Full Pig - Spit Roasted served with:
  Floured Bap
  Homemade Stuffing
  Apple Sauce
  Chips
  Mixed Salad
Vegetarian Burgers (cooked on request)

HOT PORK ROLL BUFFET – £12.50

Up to 100 guests
Slow Roasted Pork shoulder
  Floured Bap
  Home made Stuffing
  Sauces
  Chips
Vegetarian Burgers (cooked on request)

Optional Extras to Make your BBQ your own, extras £3.00 per item per person
  Homemade Beef Burgers in a Bap with Fried Onions
  Hot Dogs in a Roll with Fried Onions
  Chicken Tikka Skewers
HOT FORK BUFFET

£12.50 PER PERSON

CHOOSE FROM EITHER……..

Beef Bourguignonne
Beef Lasagne
Beef Curry
Chicken Curry
Chicken Tikka Masala
Chilli Con Carne
Lamb Curry
Mushroom stroganoff
Navarin of Lamb
Pork & Cider Casserole

Vegetable Curry (V)
Vegetable Lasagne (V)

Served with a Choice of:

Rice (V)
New Potatoes (V)
Salad (V)
Jacket Potato (V)
Roti (V)
SUPPLEMENTS/EXTRAS

(no room hire charge for - minimum 100 guests)

Buffets from £15.00 per head

Selection of Gateaux £3.50 per person

Selection of Mini French Pastries £4.00 per person

DJ from £250.00

Marquee - inc. tables, chairs, linen, lighting and carpet Price on request

Balloon Arrangements from £8.50 per table

Balloon Arch From £45.00 per arch

Fruit Stand Price on request

Bouncy Castle Price on request

Accommodation Rates:

Special price will be given on request for your function/event.
FUNCTION - BOOKING FORM

GUESTS NAME: _______________________________ TELEPHONE: _______________________________

ADDRESS: ____________________________________________________________ POSTCODE: ____________

FUNCTION DATE: ___________________________ FUNCTION TYPE: ___________________________

IS THIS A SURPRISE PARTY: ___________________________ NUMBER OF GUESTS: ___________

Requirements:

- Canapes
- Hog Roast
- Buffet 1
- Hot Pork Roll Buffet
- Buffet 2
- Hot Fork Buffet
- Buffet 3

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 PREAUTHORISED 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: ___________________________

******************************************************************************

Deposit received: cash/cheque/credit card/debit card £ ___________________________ Date: ___________ Received by: ___________

1st payment received: cash/cheque/credit card/debit card £ ___________________________ Date: ___________ Received by: ___________

FORMS RETURNED

Sound limiter [ ] Terms & Conditions [ ] Booking Form & Non Refundable Deposit [ ]

Updated - 16-04-2019
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 50% of the booking value
   - Less than 4 weeks before the event is scheduled to take place then 75% 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 payments made to the hotel AFTER the initial non-refundable deposit has been received at the hotel will be treated/classed as a non-refundable payment too.

GENERAL TERMS AND CONDITIONS:
9. The Organisation and/or Individual in whose name the booking is made, unless otherwise stated, will be considered the hireer, and shall be jointly and severally liable in respect of the booking.
10. 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;
11. 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.
12. Prices are subject to change without notice up to 30 days prior to the event, unless previously confirmed in writing
13. VAT at the current rate is included in all charges.
14. On completion of the function, any outstanding balances such as agreed bar tabs, are to be settled on the night.
15. All drinks, including toasting wines are subject to corkage if not purchased at Edgbaston Palace Hotel, £10.00 per 75cl bottle for wines and £15.00 for any 75cl sparkling wines or Champagnes, £30.00 for a Magnum of Champagne or Sparkling wine, and any non-alcoholic soft drinks are £2.50 per 1 litre carton/bottle.
16. No items to be stuck to the walls or ceiling with any pins - only blue tack is allowed.
17. 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 guest will be asked for identification when purchasing alcoholic drinks
18. 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.
19. No drinks to be consumed outside the hotel – only in court yard and garden – not the rear/front car park. This booking relates to the function room and court yard area outside Edgbaston Place only. This does not grant permission to access the grounds other than for parking and access from the car park
20. We do not tolerate guest drinking any drinks that HAVE NOT BEEN PURCHASED at the hotel bar/s, you will lose your £500.00 terms and conditions deposit and the function will be closed down and all guests will be asked to leave.
21. This booking relates to the function room and court yard area outside Edgbaston Palace only. This does not grant permission to access the grounds other than for parking and access from the car park
22. The management reserve the right to refuse any booking
23. The management reserve the right to cancel any booking without liability on Edgbaston Palaces part.
24. The Hirer will be responsible for the orderly conduct of guests. The Hirer shall insure that eh 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 clause 6 or of general disorderly or destructive conduct of their guests.
26. Edgbaston Palace reserve the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives ad the Hirer must take all necessary action to correct any noise/behavious deemed unacceptable. In the event of failure to comply the management’s request, Edgbaston Palace reserve the right to terminate the contract and stop the event without liability

Updated - 16-04-2019
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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 hotel’s residents bar, but once last orders have been called in the residents bar it 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 guests 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 let 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 overcrowding 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 temporarily 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 system 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 activated. Until then, the power will not be returned until the Fire alarm has been reset.

This is purely for the Health & Safety of all guests in the function evacuating safely, in the event of a Fire/emergency.

**ACCOMMODATION:**

39. Accommodation will be at a reduced price for functions/events, these will be discussed at the initial meeting and will be sold as room only rate. All rooms will be reserved in your name will be released 4 weeks prior to the date of your function/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. 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 late check out charge will be made by the hotel.

**ENTERTAINMENT & DISCO:**

41. Noise levels; a sound limiter has been installed and is not controlled by the function staff, it is the responsibility of the “Entertainer” 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/fog machines allowed.

43. All cables must be covered for Health & Safety purposes.

**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:** ___________________________

*Updated - 16-04-2019*
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**

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**VIDEOGRAPHER**

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**DJ & BAND**

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**CAKE SUPPLIER**

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**FLORIST**

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**HAIR DRESSER & MAKE UP**

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

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

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**ANY OTHER SUPPLIER/ACTIVITY NOT LISTED**

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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: ______________________________________

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<tr>
<th>TERMS &amp; CONDITIONS DEPOSIT</th>
<th>Number guests</th>
<th>Price</th>
<th>Total</th>
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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: ____________________________

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.
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 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.

If for any reason the Hotel Fire Alarm system is activated, the power to the function room will shut off automatically and will not be re-activated until the relevant inspections have been carried out or the hotel evacuated.

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 these 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: ____________________________