

Self-Catering Package 2009

Thank you for taking into consideration the Chiltern Hotel Luton, for your event.

The Chiltern Hotel Luton prides itself on the service we provide. Everyone here at the Hotel realises that their main task is to help you reach your objectives by careful logistics and attention to detail for your special day. We have dedicated staff who are accustomed to cater for your events alongside any cultural requirements. Our 90-bedroom Hotel is close to Luton the M1, Luton Town centre with easy access to Luton Train Station, so we are the ideal location for your perfect day.

The following information contains all you need to know in regards to your self-catering event. Please read it carefully, before signing and returning the enclosed forms.

Package Rate – £2,000.00 + £200.00 Damage Retainer

- Tables & Chairs
- Private Bar
- Dancefloor
- Paper Napkins (if required)
- Cutlery / Crockery

Entertainment

In order to comply with Fire Authority Regulations, we cannot authorise the following activities:

- Pyrotechnics (including confetti bombs)
- Dry Ice Machines
- Incense

Stock List

Please note that your caterers will need to provide the following:

- Serving Dishes / Flats
- Serving Spoons / Ladles
- Cooking Pots / Pans & Utensils
- Any other variable items

Staffing

Please note that your own caterers must provide set-up staff and all food service staff. We recommend that you allow 1 member of service staff for every 20 guests.

Hire of the Kitchen – £200.00

Terms and Conditions of use:

- Access times to the kitchen should be arranged with the Head Chef prior to arrival.
- No unauthorized persons allowed in the kitchen.
- The caterers are responsible for providing all necessary equipment. Serving dishes are not included.
- The consumption of alcohol and smoking is strictly prohibited in any area of the kitchen.
- A senior Manager will inspect the kitchen after service before a handover takes place.
- Freezers and cold rooms are available for use if prior arrangements are made with the Head Chef.
- Wash up facilities are available for caterers' equipment.
- Additional equipment may be available by prior arrangements.
- The Hotel will not accept responsibility for any of the caterers' equipment.

Terms & Conditions

- A provisional booking may be made via the telephone or in person.
- The Banqueting Suite at The Chiltern Hotel Luton is licensed to accommodate 200 guests. We are not permitted to exceed these numbers, so additional seating will not be provided on the day of the event. We reserve the right to refuse entry to guests if these numbers are exceeded.
- Provisional bookings will only be held for 14 days. The Chiltern Hotel has the right to cancel all provisional bookings once the 14th day of the provisional period has passed.
- A written confirmation, signed contract and a non-refundable deposit of £150.00 is required firming all provisional bookings. Please note that all deposits are non-refundable.
- Full pre-payment must be made 14 days before the event is to take place at The Chiltern Hotel, or the event may be cancelled.
- In order to comply with food hygiene regulations, no one except nominated caterers are permitted in the Hotel kitchen.
- Guests or members of family are not permitted behind the bar.
- Final numbers need to be as precise as possible and must be supplied 14 days in advance of the function.
- A Senior Manager of The Chiltern Hotel will refund the damage retainer after inspecting the Banqueting Suite. The damage retainer will not be refunded if there has been a breach of the Terms & Conditions or:
 - Fire / Police crew were called due to pyrotechnics / incense burning etc.
 - Abusive or aggressive behaviour to staff or guests.
 - Damage to equipment or premises.
- Please note that any cake stands, decorations, are the responsibility of the client, and must be removed from the hotel at the end of the event. The Chiltern Hotel will not be held responsible for the loss or damage to private property.

Health & Safety / Fire Rules

- No one is to enter the kitchen.
- They must familiarise themselves with the fire safety procedures and what action to take in the event of a fire. The Duty Manager will be available to advise on location of fire extinguishers, call points and fire assembly points.
- Any gas burners brought onto premises must comply with the current safety standards. They need to be placed in a safe position so they cannot be knocked over and they need to be made as secure as possible. The piping for the gas should be fixed or positioned to avoid a tripping hazard. The Hotel Management shall monitor the event and reserve the right to change any unsafe practices.
- Woks must never be left unattended at any time during the event.
- The caterers should have a safe method of disposing of the hot oils and removing them from the Hotel.

Disclaimer A – Organiser

Date:

Function:

Names:

- As the organiser of the above event, I accept full responsibility for the catering arrangements provided by

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The Chiltern Hotel is not liable for the food, preparation, production or service.

- I, as the organiser of the above event, agree to adhere to The Chiltern Hotel's Food Hygiene, Health & Safety and Fire Regulations.
- I, as the organiser of the event have read, understood and now accept the conditions of the booking laid out in this package.

Print Name:

Signature:

Date:

Disclaimer B – Caterer

Date:

Function:

Names:

- I / We as Caterers for the above event, accept full liability for the food being prepared for this event and accept that The Chiltern Hotel is not liable for the food being served in this function.
- I / We as Caterers for the above function have read, understood and now accept the conditions of the booking. I / We agree to adhere to The Chiltern Hotel's Food Hygiene and Health and Safety / Fire Rules.
- I / We as Caterers of the above function warrant that I / we have in effect a minimum of £5m public liability insurance to cover any risk or accident which could result out of preparation, serving and cooking of food. A copy of the insurance document will be required at the time of signing this disclaimer.
- I / We as Caterers for the above function confirm, that I / we have in effect a minimum of £10m Employers Liability Insurance.

Print Name:

Signature:

Date: