

Self-Catering Package 2012

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

We take pride 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. Our Meeting and Events dedicated staff are accustomed to cater for your events alongside any cultural requirements. Our 90 plus bedroom Hotel is close to M1, (Exit 11), Luton Town centre with easy access to Luton Train Station, so we are the ideal location for your perfect day.

We are registered to hold Civil marriages and partnerships in the hotel.

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 – £2,500.00 + £200.00 Damage Retainer

- Tables & Chairs
- Private Bar
- Dance floor
- Paper Napkins (if required)

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:

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

The hotel can provide the cutlery, crockery and glasses at an additional cost.

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 – £250.00

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 is 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 300 guests. We are not permitted to exceed these numbers, so additional seating can be arranged in the lobby or in the restaurant at additional cost. 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 30 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. A certificate to this effect must be provided by the caterer to the hotel and Disclaimer A also signed.
- Liability insurance certificate will be required by the hotel from the catering company along with Disclaimer B attached.
- Corkage will be charged for alcohol and soft drinks at the agreed rate if the organizer of the event wants to bring own stock. The quantity must be advised to the hotel prior to the event date.
- Guests or any 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 behavior 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 other than the company or the firm and its banqueting staff providing the catering for the event.
- 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.
- Work 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.
- The caterers must dispose off the food waste after the function in the black bags inside the bins and not to be left outside.
- The caterers must also dispose off the glass bottles in special bins in the hotel for recycling glass.



The Chiltern Hotel
Waller Avenue, Luton, Bedfordshire, UK
Email: info@chilternhotelluton.co.uk
Web: www.chilternhotelluton.co.uk
Tel: 01582 575911 • Fax: 01582 581859

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:



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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: