

THE ROYAL COURT HOTEL

Tamworth Road, Keresley, Coventry, CV7 8JG
Tel: 02476 334 171 Fax: 02476 333 478

The Management and Staff of the Royal Court would like to offer our congratulations on your forthcoming marriage.

We are delighted you are considering our hotel as the venue for your Wedding. Our professional and attentive Staff are always available to offer you expert advice and guidance, which will make your special day a perfect one.

We are licensed to hold civil marriage ceremonies and an experienced wedding co-ordinator will assist you during the weeks of planning and to see that everything runs smoothly on the day. We can advise you on flowers, entertainment, photographers and cars for that special day.

The Royal Court Hotel provides the perfect setting for your Wedding. Set in landscaped gardens and tranquil woodlands, ideal for photographs, and offering a variety of Suites ranging from small Weddings for 25 Guests to the Grand Britannia Suite accommodating up to 500 guests.





SELF CATERING FUNCTIONS

BOOKING TERMS & CONDITIONS

- ◆ A provisional booking can be made in person / by phone / email, holding for a maximum of 14 days, after which time the hotel reserves the right to release the booking, without notification.
- ◆ To secure your booking, a non-refundable deposit of 25%, complimented by written confirmation is required within 14 days of date of booking
- ◆ Final details for the event, including all timings, numbers and requirements are to be given to the hotel 28 days prior, from which the final invoice will be raised for immediate payment, including all charges for corkage and any other extras
- ◆ Full Payment is required 21 days prior to the event date
- ◆ The attached declaration and indemnity forms **MUST** be signed before any booking can be confirmed after which a function contract would be issued.
- ◆ Please check with your wedding co-ordinator prior to booking to your caterer for a list of our recommended caterers.

ROOM HIRE CHARGES

Britannia Suite

£8,500

Windsor Suite

£3,500

Week day Weddings – subject to availability- can also be offered

Inclusive of:

- Tables, Chairs, White Tablecloths
- 1 x Knife + Fork + Spoon + Desert Spoon per person
- 1 x Starter Plate + Dinner Plate + Desert plate per person
- 1 x Teacup + Saucer + Teaspoon
- White linen napkins or Paper serviettes in a colour of your choice (subject to availability)
- A Designated Area of the Britannia Kitchen for re-heating of food
- Dance Floor (standard 22ft x 15ft) larger dance floor is available depending on number of guests seated in Britannia.
- Staging is available for Top table & DJ's
- Water Jugs
- Ice buckets x 1 per table
- Cake Stand & Knife
- Complimentary overnight Room for the Bride & Groom
- 2 Changing rooms for day use only
- Use of Bar in conservatory area

} Equal to 1 place setting per person

Exclusive of:

- Flower Arrangements
- Extra Function Rooms
- Civil Ceremony Room
- Any Additional Crockery/Glassware (which must be re-polished by Waiting Staff)
- Serving Utensils- these **must** be provided by the caterers

DRINKS:

- Corkage for **any amount** of Liquor and Soft Drinks brought into the Hotel is inclusive
- Fosters Lager & John Smiths Bitter - needs to be purchased from the Hotel @ £2.00 per pint.

Please note: The hotel will place the clothed tables and chairs in the room. Your caterers are responsible for laying up the tables **and** clearing the Function Suite fully.

STAFF

The Hotel provides:

- 1 Duty Manager - The duty manager will ensure that the function room, all equipment and client requirements are all ready as per function contract and to ensure the smooth running of the function
- 1 Kitchen Porter – The Hotel Kitchen Porter will assist the Caterers' Kitchen Porter throughout the event
- 2 Bar Staff – The Bar Staff will dispense the drinks throughout the function for the Caterers' Waiting Staff to serve.
- Notice to be given to the Bars Manager 2 days prior to the event regarding delivery of drinks etc.

RESPONSIBILITY / LIABILITY

- The Hotel is **NOT** responsible for the delivery, checking in, cleaning, and the return of any equipment
- All clients are advised to check that all belongings, catering equipment etc is collected before departure. The hotel accepts **NO** responsibility for any item left either during or after the function.
- All Guest vehicles are to be parked in the main car park. The Hotel reserves the right to move incorrectly parked vehicles.

CATERING

The Britannia Kitchen is available for outside caterers to reheat food for your function.

The external caterers are responsible for all food, preparation, service & delivery, food service staff, beverage service staff, setting of the function suite, clearance and washing of all utensils used in the Britannia Kitchen

A Bond of £500 is required to cover potential damages and cleaning responsibilities. This bond is payable by either cash, or credit card, and is returnable on satisfactory inspection of the Britannia Kitchen by the Conference and Banqueting Operations Manager.

To ensure the smooth running of your function, all external caterers must observe and understand:

1. Our kitchens are available for re-heating only
2. In compliance with Health & Safety regulations, all catering staff **MUST** provide and wear hats, protective overalls or chef whites at all times
3. Caterers must comply with all current Health and Safety Regulations, and exercise due diligence at all times in such matters
4. Provide all necessary insurance documents

The following points are of the caterer's responsibility:

1. All areas of the Kitchen are to be left clean and tidy, and only after agreement with the Hotel Duty Manager should the caterer leave the site.
2. The Kitchen Floor should be swept and mopped with the correct cleaning materials
3. All Crockery, Glassware & Silverware used should be cleaned, counted and racked in the correct racks
4. After the function all areas of the kitchen used by the caterers, must be correctly cleaned and all waste material removed from the premises to the Dustbin outside the Kitchen. Under NO circumstance is this bin to be moved
5. All food items should be removed from site at the end of the function

IF THESE RULES ARE NOT ADHERED TO, CLEANING STAFF WILL BE ENGAGED, WITH THE COST BEING DEDUCTED FROM THE £500 BOND, AS WILL THE COST OF REPLACING ANY BROKEN / DAMAGED ITEMS.

THE CLIENT MUST ENSURE THAT THE CATERER MEETS WITH THE HOTEL PRIOR TO THE FUNCTION TO CO-ORDINATE REQUIREMENTS ON THE FUNCTION DATE.

DECLARATION

Upon confirmation of your booking for a Self Catering Function at The Royal Court Hotel, this declaration must be completed in full, to indicate your acceptance of the Terms and Conditions as detailed therein. This declaration MUST be returned with the necessary deposit, and does not replace any function contract, to be issued after the deposit has been processed

Name:.....

Date of Function:

Function Room:

Signed:.....

Date:.....

Name of External Caterer:

We confirm that the above caterer will meet with the hotel prior to the function date

Signed on behalf of The Royal Court Hotel

Signed:.....

Position:.....

Date:.....

INDEMNITY FORM

From: (Name and Address of Caterer)

I confirm that I shall be supplying the following foods to your establishment on:

On : _____(Date)

For the : _____(Function)

My clients will then be able to consume this food. In consideration of you making this facility available to me, I hereby undertake to you that I will on my behalf, and on behalf of all my Clients and those for whom I am responsible:

1. *Observe and comply with the Legal requirements relating to food and its preparation, hygiene and safety, together with any other requirements affecting catering premises and/or premises for the preparation of foods - as defined by Section 1(3) of the Food Safety Act (1990) (whether statutory or otherwise) and in Particular, without limitation, the requirements of the Food Safety (General Food hygiene) Regulations 1995, The Food Safety (Temperature Control) Regulations 1995 and the Food Safety Act 1990.*
2. *Ensure that I have valid Insurance cover with reputable insurers to meet all and any legal liabilities that I may incur to you.*
3. *Indemnify you from and against all claims, losses, liabilities, damages, costs, charges, fines, penalties and expenses suffered by or incurred by you, as a result of or consequent upon my failure to comply or procure compliance with any of the above matters.*

Premises Age Verification Policy

1. *This policy applies in relation to the sale or supply of alcohol on these premises*
2. *Staff serving alcohol on the premises must require any individuals who appear, to the responsible person, to be under 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.*
3. *Examples of appropriate identification include :*
 - a. *A photo card driving licence*
 - b. *A passport*
 - c. *A proof of age card bearing the PASS hologram*

Signed by: _____ Date: _____

Print name: _____

Company Address: _____



A GUIDE TO HOLDING A CIVIL SERVICE WEDDING

1. *Decide on a date for the wedding. Please remember that the service can only be booked within 1 year of the actual date required.*
2. *Check the availability of both the hotel and the Registrar.*
3. *The charge levied for the room hire for the civil service is £395.00. This figure is inclusive of two fresh flower pedestal displays in the colour of your choice.*
4. *Please be aware that the hotel does not provide music for the Civil Ceremony*
5. *For any civil ceremony booked in the hotel, **the hotel must** make the registrar booking on your behalf, at the earliest 1 year prior to the wedding date.*

Points of Note for Civil Ceremony

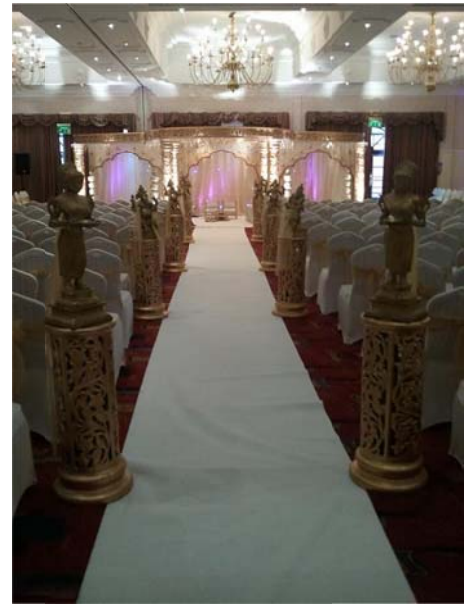
1. *No food or drink is permitted to be consumed in the room where the marriage ceremony takes place for one hour prior to that ceremony, during that ceremony or one hour after the ceremony.*
2. *The arrangements for and the content of each marriage ceremony must meet with the prior approval of the Superintendent Registrar of the Coventry Registration District.*
3. *Any reading music, words or performance which forms part of a ceremony of marriage must be secular in nature, for this purpose any such material used by way of introduction shall be treated as forming part of the ceremony.*
4. *Public access to any ceremony of marriage solemnised in approved. Premises must be permitted without charge.*
5. *You can telephone the registrars office on 02476 833137 and check on availability at this point. The Registrar may make a pre-booking on your behalf.*
6. *This should be followed with an application in writing on the form provided which is available from the hotel.*
7. *A non-refundable deposit of £250.00 will be required to secure any booking*
8. *Please notify the Registrar of your religion*

REGISTRAR'S PRICE LIST

<i>Monday to Friday</i>	<i>£253.50</i>
<i>Saturday</i>	<i>£303.50</i>
<i>Sunday</i>	<i>£353.50</i>
<i>Notice of Marriage per person</i>	<i>£33.50</i>









Outside Event Organiser's Fire Safety Responsibilities

Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- specific arrangements, if necessary, for high fire-risk areas;
- how the fire and rescue service and any other necessary services will be called;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- checking that all escape routes are clear of obstructions and combustibles.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of assembly points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- no naked flames are started (unless authorized e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm;

Name of Event: _____

I understand and accept my Fire Safety responsibilities for this event

Signature of Event Organiser: _____