

## Self Catering Events at the Holiday Inn Leicester



The city centre located, Holiday Inn Leicester offers high quality service in a relaxed and friendly setting.

If you would prefer to provide your own caterers, whatever your theme or event, as a well known brand, we can provide that special atmosphere to ensure that your event runs smoothly.

### Function Room

The room available for hire is the **Leicestershire Suite**.

It is located on the ground floor and has air conditioning. This can accommodate up to 160 on round tables with a dance floor or 250 on long trestle tables. The minimum numbers are 150 guests for a self catering event.

Hire of **Leicestershire** includes:

- Hire of the Suite up to 8 hours
- Use of the hotel tables (round or straights available)
- Banquet Chairs
- Set up of banqueting room
- Linen table cloths and napkins
- Stage & Dance floor
- Banqueting host throughout the event
- Clear down of banqueting room
- Use of hotel main kitchen for reheating food
- Staff members
- Cake table and ceremonial knife if required
- Crockery (1 starter, 1 main, 1 dessert, 1 side plate, 2 knives, 3 forks, 1 dessert spoon, 1 large and 1 small wine glass)
- Corkage\* ( Excludes bottled beers & Draught)
- Additional staff £10.00 per hour

\* Corkage is limited to a maximum of 20 bottles of Wine and 10 bottles of Spirits for 150 guests or less and 40 bottles of Wine and 20 bottles of Spirits for 250 guests or less. Soft Drinks are unlimited.

### Rates

|                            | <b>Up to 250 guests</b>       | <b>Up to 150 guests</b>       |
|----------------------------|-------------------------------|-------------------------------|
| <b>Saturday</b>            | <b><i>From £ 5,000.00</i></b> | <b><i>From £ 3,800.00</i></b> |
| <b>Friday &amp; Sunday</b> | <b><i>From £ 4,000.00</i></b> | <b><i>From £ 2,999.00</i></b> |

## **Additional Charges**

- Additional Hiring of the Room - £150.00 per hour
- Glass Jugs - £1.00 per jug
- Glasses - £0.25p per glass
- Additional Crockery - £2.50 per person
- Chaffin Dishes including fuel - £12.00 each
- Serving Platters - £2.00 per platter
- Serving Bowls - £2.00 per bowl
- Tea & Coffee including mints @ £3.00 per person
- Additional Table Cloths - £6.00 each
- Lined Napkins - £3.00 per napkin
- Chair Covers (including sash and fitting) - £3.95 per cover
- Flower arrangements from £20.00 per arrangement

## **Accommodation**

Discounted rates for bed and breakfast are available **from** £49.00 per room, to book please call the reservations team directly on 0116 242 8708 quote IKWED for this offer. Rates are subject to availability terms & conditions apply.

## **Booking Procedures**

The hotel is happy to hold your proposed date provisionally for 2 weeks. After this time a (non refundable) deposit is required to secure the booking. A deposit is required upon confirmation which is 25% of the estimated total.

The final balance is due strictly 4 to 6 weeks prior to the Event. If full payment is not received before the Event the booking will be cancelled.

A credit card number is required to be held on file to cover any costs incurred on the day for extra equipment, you will be notified of any extra charges prior to the amount being charged.

If you wish to arrange an informal viewing of the hotel and to discuss your plans, please telephone the Events Team on 0116 242 8713

All equipment requirements must be confirmed with the Events Team and the Catering Company prior to the Event Date. Please note that any additional cutlery/crockery/glass wear or equipment used on the day will be charged after the event. The hotel does not stock these items so meaning they must be ordered 2 weeks prior to the Event. Credit Card details must be provided at the time of booking.

Please note that if you are providing Alcoholic and Non-alcoholic beverages for your guests then the hotel function bar will be closed.

## Notes for the Caterer

The Events coordinator must meet with the Client and Caterer before the event to finalise details and inspect the kitchens.

The caterers **must** provide the hotel with the following certificates/ information before the event:

- Public and Product Liability Insurance in an amount of at least £5 million. This is to meet with any legal liabilities that the caterers may incur whilst providing a service at the hotel
- Health and Safety certificate
- **£200.00** Holding Bond which will be refunded after the event once the main kitchen has passed inspection by the manager on duty

The following rules and regulations must be abided by the caterer in order to comply with the hotels health and safety policies:

- The caterer must follow instructions given by the Holiday Inn Leicester before, during and after the event
- No deliveries or collections can be made before or after the day of the event without authorisation from the hotel
- All property left at the hotel by the caterers is at their own risk and the hotel does not accept any responsibility
- All other areas of the hotel other than the main kitchen are strictly out of bound for the caterers.
- The use of gas stoves, gas cylinders and tandoors is strictly prohibited as the hotel does not have a licence for these items
- All rubbish must be removed by the caterer at the end of the event
- The Main kitchen & service area must be left in an orderly state and an inspection will be carried out by the duty manager before the caterers leave the premises
- Noise levels must be kept to the hotels policy level – manager on duty reserves the right to request that noise levels are reduced
- If family or buffet style service is the preferred option the caterer must provide all the chaffing and serving dishes and the accompanying serving equipment unless these items are purchased as an optional extra as previously mentioned

## Restrictions

The following rules and regulations must be abided by on the day of the Wedding;

- No excessive noise when entering and exiting the Venue as we are a Residential Venue
- No excessive Music – any entertainment noise must be kept to the hotels policy level and will be monitored by the Manager on duty. The hotel reserves the right to ask that the volume of Music be lowered.
- Numbers of staff must be confirmed with the Events team and the Catering Company prior to the date of the Event. Minimum numbers of staff will be stated by the hotel and are non-negotiable.
- All equipment hired from the hotel must be confirmed with the Events team prior to the date of the Event; the hotel reserves the right to charge for any extra equipment used on the day.
- Should any additional beverages (alcoholic or non alcoholic) be brought onto the premises on the day of the Event that have not been previously confirmed with the Events team the hotel reserves the right to charge per item after the Event.