Terms & Conditions for Meeting and Events Bookings

Blu Hotel Manchester Ltd. t/a Radisson Blu Hotel Manchester Airport
Chicago Avenue
Manchester
M90 3RA
United Kingdom

Company Registration Number: 325 56 53
VAT Number: GB 732 484 531

THIRD PARTY

- The Company shall not be entitled to assign the Agreement to any third party nor utilise the accommodation for any group other than stated in the Agreement without the Hotels prior written consent.
- The Agreement is between the Hotel and the Company, and the Company undertakes that is not entering into the agreement on behalf of any third party.
- Where the Company requests the Hotel to arrange for the provision by third parties of goods and services on the Company’s behalf, the Hotel shall do so as the Company’s agent and the Company shall be liable for all charges and liabilities in respect thereof and fully indemnify the Hotel of the same.
- No variation to the agreement shall be effective unless in writing and signed on behalf of both the Hotel and the Company. These conditions shall prevail over any standard conditions, which might otherwise apply.
- Any waiver, breach, declaration of invalidity of any of these terms and conditions does not constitute waiver, breach or invalidity of any of the other term, which shall continue in full force and affect.
- Your signature overleaf constitutes acceptance of these terms and conditions and this agreement supersedes the terms of any previous agreement made between us relating to the same subject matter.
- English law governs this contract and the parties submit to the non-exclusive jurisdiction of the English courts.

MEETINGS & EVENTS – GENERAL

- If the Company fails to return the signed contract within five working days, The Hotel reserves the right to release any rooms booked by the Company without notice.
- Final numbers will be required no less than 10 days before the time of the function. If fewer than the guaranteed number of persons attending the function, the Company will be charged for the guaranteed number. If more than the guaranteed minimum number attends the function, the Company will be charged according to the total number attending. The Hotel cannot be responsible for service to a number in excess of 10% above the guaranteed minimum number. The Hotel shall in no event be obliged or responsible for providing facilities, catering or accommodation for persons attending the function in excess of twenty persons above that number notified to The Hotel.
- If any dispute arises as to the number of those who attend the function, The Hotel shall determine the number and such determination shall be binding and final to parties.
- The Company agrees that The Hotel may accept verbal amendments to the arrangements given during the course of the function or its preparation by the Company or by anyone acting or purporting to act on the Company’s behalf and the Company agrees to pay for any additional services so provided.
- The Company undertakes to begin the function at the agreed time and to ensure that its guests, invitees and other persons vacate the premises at the closing hour indicated.
- The Company undertakes not to bring beverages or food of any kind to The Hotel and not to cause or permit its guests or invitees to do so (subject to the Conference Managers approval).
- The Company assumes responsibility for any damage caused by him or any of his guests, invitee or other persons attending the function, whether in rooms reserved or in any other part of The Hotel and undertakes to make good or pay full restitution for the making good of any material damage to furniture, fixtures and equipment howsoever caused by persons working on their behalf during set-up or dismounting of equipment used by them. Nothing shall be affixed to the floors, walls, ceilings or columns of the allocated rooms by nails, screws, drawing pins, tape or any other means or be suspended from the room or ceiling of the room.
- No advertisement, notice, sign, decoration, flag, emblem or device referring to the function may be attached to or displayed in or about the interior of The Hotel without prior approval of The Hotel. The same conditions apply to outside advertisements.
- The Company undertakes to conduct the function in an orderly manner in full compliance with rules of The Hotel management and with all applicable legislation.
- Under the Fire Precautions Act, the Rules of Conduct in force with regard to the management of places of entertainment licensed by the Manchester County Council “the means of escape provided for all persons on the premises shall be maintained, unobstructed and immediately available”.
- If for any reason beyond its control, The Hotel fails to make available the rooms reserved for the Company or to provided any of the agreed goods or services, it shall not be liable for any resulting loss or damage suffered by the Company; and, without prejudice to the generality of the foregoing, The Hotel shall in no event be liable to loss or damage caused by labour disputes, power failure, government regulations or act of God.
- The Hotel reserves the right at all times to alter or change the rooms or accommodation to be provided to the Company for the purpose of the function, provided that such alterations or change does not materially and adversely affect the function.
- At no time any pyrotechnics may be used in and outside The Hotel.
CHARGES & PAYMENT – MEETINGS & EVENTS / ACCOMMODATION

- If the basic Function cost is in excess of £5000.00, a 10% deposit upon signature on the contract will be required. In the event of cancellation, administration charges of GBP 100.00 will be non-refundable.
- 40% of the total value of the booking is due 90 days prior to date of reservation. Final 50% due and payable 28 days prior to the date of reservation. In the event of the booking confirmation 28 days or less before the date of arrival, 100% of the basic function cost will be requested for the event.
- If the above payment terms are not met, The Hotel reserves the right to cancel the reservation and re-let the function room and bedroom accommodation.
- If credit facilities with The Hotel are requested, a credit application form must be completed and returned to The Hotel Accounts Department, attention Credit Manager 10 working days before the event. Bill back facilities will only be available for events over £1000.00.
- Where credit has been established, payment is due 14 days after the invoice date. If payment is effected after the due date, an interest rate of 1.5% per month will be charged on the outstanding balance.

CANCELLATIONS - ACCOMMODATION

- 90 days prior to arrival, group reservations can be reduced by 25% of rooms contracted without charge.
- 28 days to 7 days before arrival, groups can be reduced by up to 10% of rooms contracted without charge.
- Presentation of list of guests must be received 14 days prior to arrival. Any unnamed rooms will automatically be released 7 days prior to arrival.
- Upon presentation of list of guests, any rooms cancelled there after will be charged.
- All notices of cancellation must be in writing to The Hotel.

CANCELLATIONS – MEETINGS & EVENTS

- The Company may cancel the reservation by written notice to The Hotel without incurring any charges other than the administration charge of GBP 100.00 at any time up to 180 days prior to the date of the Function.
- If the Company cancels the reservation within 180 days of the date of the Function, The Hotel shall be entitled to make the following charges:-
  - Cancellation effected:-
    - Between 180 days and 91 days – 25% of the Basic Function Cost
    - Between 90 days and 28 days – 50% of the Basic Function Cost
    - 27 days of the date of the function – 100% of the Basic Function Cost
- The Basic Function Cost shall be calculated upon the basis of the Guaranteed Minimum Numbers due to attend the Function and on the basis of the catering, beverage, room hire and other requirements reserved for the Function.

CANCELLATION BY THE HOTEL

- If it might be prejudice the reputation of the Hotel, and in such event the Hotel will refund all advance payments made but will have no further liability to the Company.
- If the Company’s more than 14 days in arrears with any payment to the Hotel: or if the Company becomes insolvent or enters into liquidation or receivership.

AGENT COMMISSIONS

Agent commission is payable after the event and is applicable to all pre-booked items, with the exception of car parking and third party services (this includes all equipment hire). Commission payment is paid on Net Rates and is processed via WPS. Please log onto www.WPSnetwork.com for further details. Commission deducted from payment is not acceptable.

MINIMUM NUMBERS

Please be advised that minimum numbers for this event are set at ___
This agreement shall be governed by English Law and the services provided by The Hotel shall be provided on these conditions.

BRAND PROTECTION

“Rezidor Hospitality and the Hotel grant a limited, royalty free license for the use of the “Radisson Blu” Brand and Marks subject to prior written approval by Rezidor and/or the Hotel for use in printed media only. Use of the Brand and Marks is strictly prohibited in connection with any radio, television or internet marketing or advertising including the use of the Brand in conjunction with paid listings in search engines, meta tags, keywords, links and any other means intended to influence search engine results for internet searches invoking the Brand. The Hotel reserves the right to terminate this agreement on ten (10) days notice on any breach of this clause”.

SIGNATURES

This agreement is to be signed by those who are authorised to enter into such agreements for and on behalf of the company and the hotel. In the event a non-authorised individual signs then either party shall indemnify the other for any expenses incurred.