



Wedding Brochure 2012 / 2013

A Wedding Day to remember...

Here at the Cardiff Marriott Hotel we would like to congratulate you on your forthcoming wedding and extend our best wishes for your future together.

Our Event Team are here to offer their assistance and expertise in the planning of your special day and to ensure that you and your guests have happy memories for years to come. The Cardiff Marriott Hotel has a number of suites which are ideal for weddings.

Our experience of organising weddings over many years has enabled us to cover every detail connected with your big day, from the heartfelt welcome to the final wave goodbye. Offering fantastic reception rooms accommodating 10 – 300 guests, delicious food and superb service. The Cardiff Marriott is a very popular wedding venue in the heart of the capital.

All our dedicated suites, hold a full wedding licence providing the complete wedding package.

At the Cardiff Marriott, we endeavor to ensure that your Wedding Day meets all your requirements. We are therefore, delighted to offer you the following items included in your Wedding Package.....

A Red Carpet Treatment

Quite literally, a red carpet to welcome the bride and bridegroom

The Perfect Ending

A luxury Suite for the Bride and Bridegroom on their wedding night

inclusive of full Welsh Breakfast

A Welcome bottle of Champagne

Top Table Floral Arrangements

You tell us your colour scheme and we will organize a

complimentary top table floral arrangement

Complimentary Changing Room for Guests

Use of one of our deluxe rooms for guests to change for the

evening between 2pm and 7pm (Subject to availability)

Your First Anniversary Celebration

Return to us here on or around your first anniversary and enjoy a

complimentary meal for two in our Brasserie Centrale Restaurant to celebrate

Cake Stand and Knife

Silver cake stand and knife

Room Hire

Room Hire for both your wedding breakfast and your evening reception

Special Accommodation Rates

Accommodation rates will be made available to your guests

Subject to availability

Custom Web Page

Have a Web page designed especially for your wedding where

Your guests can view and book accommodation on this page

Gym Membership

3 month complimentary Leisure Club membership for the Bride & Bridegroom prior to the special day. Discounted membership for your wedding party is also available

Sundry Items

With so many preparations let us take some of that burden from you,

We can arrange some of the following items for you:

<i>Disco</i>	<i>From £350</i>
<i>Chair Covers & Sash</i>	<i>From £3.50 each</i>
<i>Organza runners</i>	<i>From £1.50 each</i>
<i>Candelabras</i>	<i>From £15 each</i>
<i>Balloons</i>	<i>Upon request</i>
<i>Mood Lighting</i>	<i>Upon request</i>
<i>Floral table decorations</i>	<i>Upon request</i>

Marriott Cardiff Suite Information

The Bardd Suite

This purpose built suite has its own entrance and reception area, with a bar, seating area, cloakroom and is fully air conditioned. We can cater up to 300 for a Wedding Breakfast and 260 guests for the evening reception. The room can be partitioned across to offer two suites.

Dylan Thomas or Gwyn Jones

The two suites have a capacity of 150 ideal for civil ceremonies and wedding breakfasts.

Richard De Clare Suite

Located on our Mezzanine floor, ideal for the intimate wedding breakfast, the suite can cater for up to 60 guests for a Wedding Breakfast. The room has air-conditioning.

Robert Hughes Suite

Located on our Mezzanine floor, ideal for the more intimate wedding breakfast, we can cater for up to 40 guests for a Wedding Breakfast

The Cardiff Marriott is an approved venue for Civil Wedding Ceremonies, if you're planning a Civil Ceremony.

As soon as you have made a provisional booking for your Wedding Ceremony at the Cardiff Marriott, you then should contact the registrar direct.

The Superintendent Registrar

Cardiff Registrars Office

48 Park Place

Cardiff

029 2087 1690

All details and charges relating to Civil Ceremonies will be discussed directly with the registrar; the Cardiff Marriott Hotel will accept no responsibility for these details and charges. There are certain legal requirements, which need to be discussed and complied with. This is between yourselves and the registrar. The hotel takes no responsibility for the organization of the service. No food or drink may be consumed in the Ceremony room one and a half hours prior to, during and after the ceremony.

Cardiff Marriott Room Hire Charges for the Civil Ceremony:

<i>Gwyn Jones Suite</i>	<i>£200.00</i>
<i>Dylan Thomas</i>	<i>£200.00</i>
<i>Richard de Clare</i>	<i>£150.00</i>
<i>Robert Hughes</i>	<i>£150.00</i>

On Arrival...

Welcome Drinks & Canapés

A reception drink is sure to welcome your wedding guests in style.

*A non-alcoholic alternative is available for children, and for those who
Prefer no alcohol.*

- *Bucks Fizz* £5.95
- *Orange Juice* £1.95
- *Fruit Punch* £2.50
- *Kier Royal* £7.25
- *House Wine* £5.25
- *Sparkling Wine* £5.95
- *Champagne* £8.25

Canapé Selection

Crab Cakes, Lemon Aioli
Toad In The Hole, Red Onion Marmalade
Duck Confit Crostini
Smoked Chicken & Pancetta Parfait
Tempura Pork, Sweet Chilli Sauce
Peppered Mackerel Mousse, Baby Gem Lettuce
King Prawn & Avocado Toast
Mini Marriott Burgers
Smoked Salmon & Cream Cheese Roulade
Tempura Vegetables, Sweet Chilli Sauce
Goats Cheese & Sun Blushed Tomato Pate, Focaccia Bread

£9.50 per person - choice of 4 items (6 Canapés per person)
£11.00 per person - choice of 5 items (7 Canapés per person)
£12.00 per person - choice of 6 items (8 Canapés per person)

Wedding Breakfast Selector Menu

To create your own set menu please select one starter, one main option and one dessert for all guests, from the options below. A Vegetarian alternative and any special dietary requirements can be catered for in addition.

Starters:

Suffolk Ham Hock & Leek Terrine £7.10
spicy plum chutney

Goats Cheese & Balsamic Onion Tart £6.75
cress salad, extra virgin olive oil

Tian of Prawn & White Crab Meat £7.50
tomato, cucumber & onion salsa

Beetroot Stained Gravavlax of Salmon £ 7.50
grated horseradish, lemon vinaigrette

Chicken Liver Pate £6.50
red onion marmalade & crostini

Galia Melon £7.25
North Atlantic prawns, Marie rose sauce

Selection of Soup

Roasted Tomato Soup £5.25
pesto cream

Garden Pea & Mint Soup £5.25
fresh cream

Butternut Squash Soup £5.25
chive crème fraiche

Cauliflower Chowder £5.25

Leek & Potato Soup £5.25
basil croutons

Main Courses:

Roast Breast of Chicken £18.00

Madeira Sauce

Roasted Breast of Chicken £18.00

roasted red pepper & tomato sauce

Chicken Breast £18.50

sun blushed tomato & spinach mousseline

Chicken Breast Wrapped in Bacon £18.50

Caerphilly cheese sauce

Pan fried Chicken Breast £18.00

peppercorn sauce

Roasted Cornish Lamb Rump £23.50

red wine & rosemary sauce

Roast Sirloin of Beef £24.00

Yorkshire pudding & red wine sauce

Baked Salmon Supreme £17.50

lemon buerre blanc

Roast Loin of Pork £18.00

Calvados sauce

Fillet of Welsh Black Beef £35.00

(Please check with hotel for price)

Cherry tomato on the vine

Vegetarian Choices:

Red Onion, Parmesan & Sun-dried Tomato Gnocchi Bake £18.00

Roasted Red Pepper & Goats Cheese Lasagne £18.00

Pine Nut & Carrot Roast £17.50
wild mushroom sauce

Roasted Vegetable & Tofu En Crouete £18.00
garlic & spinach cream sauce

Sweet Butternut Squash & Broccoli Filo Bundle £18.00
tomato & basil sauce

*Please select a vegetable and potato dish from below to
accompany your meal:*

Vegetables:

Roasted Root Vegetables
Mediterranean Vegetables
Honey Roasted Carrots
Turned Carrots & Green Asparagus
Mange Tout & Baby Sweetcorn
Green Beans & Carrots

Potato:

Fondant Potato
Dauphinois Potatoes
Parmentier Potatoes
Mustard Mash
Roast Potatoes
Creamed Potato

Desserts:

Chocolate & Penderyn Whisky Tart £6.75
raspberry jelly

Chocolate & Honeycombe Tart £6.50
praline cream, dark chocolate sauce

Duo of Chocolate £6.75
milk chocolate mousse & white chocolate mousse

Lemon Tart £5.95
crème fraiche & raspberry coulis

Apple & Rhubarb Crumble £5.95
vanilla ice cream

Panna Cotta £5.95
fruits of the forest compote

Vanilla Cheesecake £5.95
raspberry compote

Sticky Toffee Pudding £5.95
vanilla ice cream

Tea, Coffee & Mints £2.95

Tea, Coffee & Petit Fours £3.95

Tea, Coffee & Mini Welsh Cakes £3.50

Supplements

Your Wedding Package can be added to as you wish:

Sorbet @ £2.50 per person

Fish Course (additional to starter) @ £7.50 per person

Cheese Course (Table Platter) @ £5.50 per person

Petit Fours @ £2.50 per person

Children's Menu

Under 5's – no charge (alternative menu available)

5-12yr olds – 50% off adult wedding package

Evening Buffet Selection

Selection Of Traditional Sandwiches
Selection Of Vol-au-Vents
Tortilla Wraps With a Selection Of Fillings
Quiche Lorraine
Cheese & Onion Quiche (v)
Chicken Satay, Peanut Sauce
Assorted Crispy Vegetables Crudities, Guacamole, Soured Cream Dips (v)
Onion Bhajis
Potato Wedges, Salsa Dip
Chicken Drumsticks
Plaice Goujons, Tartar Sauce
Cocktail Sausage Rolls
Crispy Chicken Bites, Honey & Mustard Dip
Breaded Mushrooms, Garlic Dip (v)
Lamb Koftas
Oriental Vegetable Spring Rolls, Hoi Sin Sauce (V)

Fresh Fruit Platter
Assortment of Mini Cream Cakes
Selection of Welsh Cheeses & Biscuits

(Please select items and a dessert)

Price

£13.50 per person for 5 items

£15.50 per person for 7 items

£16.50 per person for 9 items

Hot fork buffet

Please choose 1 one of the following options per banquet group:

WELSH

Welsh Lamb & Mint Pie, Puff Pastry
Salmon & Rarebit Crust
Leek & Mushroom Quiche
Goat's Cheese & Pear Salad
Mixed Leaf, Welsh Mustard Dressings
Fresh Fruit Platter & Mini Desserts

MEXICAN

Spiced chilli Con Carne
Spicy chicken & Pepper Fajitas
Tortilla Bake
Plain Boiled Rice
Avocado, Grapefruit & Smoked
Turkey Salad
Mixed Leaf & Pineapple Salsa
Fresh Fruit Platter & Mini Desserts

INDIAN

Spicy Beef Madras
Chicken Korma
Saag Aloo
Pilau Rice
Naan Bread
Onion Bahjis
Popadoms & Raita, Mango Chutney,
Onion Salad
Fresh Fruit Platter, Mini Desserts

ITALIAN

Lasagne Al Verdi
Assorted Seafood Risotto
Vegetable Pasta Bake
Caprice Salad
Tossed Salad
Fresh Fruit Platter & Mini Desserts

THAI

Chicken & Coriander Stir-Fry
Grilled Sea Bass, Chilli Sauce
Vegetable Thai Green Curry
Egg Fried Rice
Pork Satay, Peanut Dip
Deep Fried Prawn Balls
Fresh Fruit Platter & Mini Desserts

CHINESE

Sweet & Sour Chicken
Barbeque Pork Spare Ribs
Special Fried Rice
Vegetables Chow Mein
Mini Spring Rolls
Prawn Crackers
Fresh Fruit Platter, Mini Desserts

Price

£23.00 per person

Prices are based on having a Wedding Breakfast, prices will increase if Evening Reception only. For Evening Reception at least 80% of guests must be catered for.

Comprehensive Drinks Packages

Silver Package:

*A glass of Bucks Fizz / Punch on arrival
A glass of red or white wine with the Wedding Breakfast
A glass of sparkling wine for the toast*

£14.95 per person

Sapphire Package:

*A glass of Bucks Fizz / Punch on arrival
2 glasses of red or white wine with the Wedding Breakfast
A glass of sparkling wine for the toast*

£18.50 per person

Gold Package:

*A glass of Bucks Fizz / Punch on arrival
2 glasses of red or white wine with the Wedding Breakfast
A glass of Champagne for the toast*

£21.50 per person

Platinum Package:

*A glass of Bucks Fizz / Punch on arrival
3 glasses of red or white wine with the Wedding Breakfast
A glass of Champagne for the toast*

£24.95 per person

Wine List

White Wine

Curvee Alexandre Blanc – France £19.75 per bottle
Crispy with gentle fruity notes of ripe apple

Montemarino Pinot Grigio – Veneto, Italy £22.75 per bottle
A firm favourite, produced just outside Verona. Refreshing pear and citrus notes

Mill Cellars Chardonnay – SE Australia £22.75 per bottle
A lovely rounded wine showing peach and lime flavours

Macon Villages, Louis Jadot – France £37.00 per bottle
The older vines in this Domaine make a complex and richer style of Macon with delightful richness and expression

Errazuriz Sauvignon Blanc – Chile £28.75 per bottle
Classic green fruits combined with a riper tropical flavour, developing into a wine with great depth.

Kells Edge Riesling/Gewurztraminer- Australia £21.75 per bottle
Medium style with hints of lycee and lime, perfectly balanced for those who enjoy the fruitier style

Robert Mondavi Twin Oaks Chardonnay £28.75 per bottle
A great Californian balance and warmth of ripe tropical fruit flavours with integrated oaky hints reflect the modern style of winemaking used by this great winemaker

Kleine Zalze Chenin Blanc – South Africa £26.45 per bottle
*A South African full bodied white wine, aged in new & used French oak,
Explosive ripe fruit perfectly balanced with a touch of oak and elegant acidity*

Louis Eschenauer Chardonnay – France £24.00 per bottle
Supple yet fresh with just a hint of oak and deliciously ripe fruit

Red Wine

Cuvee Alexandre Rouge - France £20.00 per bottle
Soft, easy-drinking red with gentle red berry fruit flavour

Munro Pinot Noir - Italy £23.25 per bottle
The Pinot Noir grape is ideally suited to lighter style reds. Silky with flavours of wild strawberry

Veramonte Reserva Cabernet Sauvignon – Chile £28.75 per bottle
Vermonte's low yielding vineyards produce a deep coloured, aromatic wine with real blackcurrant flavours

Kleine Zalze Pinotage – South Africa £26.75 per bottle
A contemporary style of Pinotage bursting with red berry fruit, soft and appealing

Mill Cellars Shiraz – SE Australia £22.75 per bottle
Bursting with juicy, peppery fruit, so vibrant and easy to drink

Faustino VII Rioja Tinto – Spain £32.75 per bottle
A classic Rioja with outstanding plum and blackcurrent fruit with hints of cloves, made predominantly using the Tempranillo grape

Errazuriz Merlot – Chile £28.75 per bottle
Rich and fruity aged in French & American oak to give extra complexity and depth

Robert Mondavi Twin Oaks Cabernet Sauvignon £28.75 per bottle
Succulent and refined Californian Cabernet Sauvignon has blackcurrant fruit with a silky smooth finish

Louis Eschenauer Merlot, Pays d'Oc – France £27.25 per bottle
Supple and mellow with perfumed blackcurrent and cocoa aromas.

Raimat Tempranillo – Spain £27.95 per bottle
A chic & stylish, laid back wine that combines soft plum and vanilla flavours

Rose Wine

Montemarino Pinot Grigio Rose - Italy £22.75 per bottle
Made in a medium dry style, showing soft strawberry fruit

Sparkling Wine

Codorniu Clasico 1872 Brut, Cava £26.75 per bottle

Griffin Park Chardonnay/Pinot Noir Rose – SE Australia £29.75 per bottle
Stunningly presented and very classy sparkler with champagne like maturity

Champagne

Piper Heidsieck Brut NV £49.75 per bottle
Stylish full flavoured with soft fruit and a delicious refreshing finish

Veuve Cliquot Yellow Label Brut NV £74.75 per bottle
Elegant, with touches of green apple and citrus fruit, refined and sumptuous

Moet & Chandon Brut Imperial NV £64.75 per bottle
Classic dry, biscuity flavour crisp, fresh and elegant

Mineral Water

Llanllyr Source Still & Sparkling Mineral Water £4.95 per bottle

Fruit Juice

Orange Juice (Litre Jug) £6.75 per jug

Beer/Lager

4 Pint Jug Beer or Lager £15.00 per jug

Cheese & Port

Bottle of 75cl Port & Welsh 'tasting' cheese platter, £59.50
based on tables of 10

Special Wedding Packages

The following packages have been designed to help make your Special Day a day to remember. Prices below are per person and based on a minimum of 50 day guests, and 100 evening is required to enjoy these packages.

*A Red Carpet Treatment
Complimentary Room for Bride and Groom
Top Table Floral Arrangements
Complimentary Changing Room for Guests
Your First Anniversary Celebration Dinner
Cake Stand and Knife
Room Hire
Special Accommodation Rates
Custom Web Page
Gym Membership*

Silver Package - £60.00 per person

*3 Course Wedding Breakfast
A Welcome/Celebration Glass of Bucks Fizz
1 Glass of House Wine served with the Meal
1 Glass of House Sparkling Wine for Toast
Chef's Choice Evening Buffet (7 items)
Chair Cover & Sash along with Organza runner
Resident DJ*

Evening guests only at an additional cost of £15.50 per person

Gold Package - £75.00 per person

*3 Course Wedding Breakfast
A Welcome/Celebration Glass of Bucks Fizz
Canapés on Arrival
2 Glasses of House Wine served with the Meal
1 Glass of House Sparkling Wine for Toast
Chef's Choice Evening Buffet (7 items)
Chair Cover & Sash along with Organza runner
Balloons or Floral Arrangement for all tables
Resident DJ*

Evening guests only at an additional cost of £15.50 per person

Please Select your Wedding Breakfast from the following:

Starters:

*Goats Cheese & Balsamic Onion Tart
cress salad, extra virgin olive oil*

*Chicken Liver Pate
red onion marmalade & crostini*

*Roasted Tomato Soup
pesto cream*

*Leek & Potato Soup
basil croutons*

Main Courses:

*Chicken Breast
sun blushed tomato & spinach mousseline*

*Chicken Breast Wrapped in Bacon
Caerphilly cheese sauce*

*Baked Salmon Supreme
lemon buerre blanc*

*Roast Loin of Pork
Calvados sauce*

Red Onion, Parmesan & Sun-dried Tomato Gnocchi Bake (V)

Roasted Red Pepper & Goats Cheese Lasagne (V)

Please select a vegetable and potato dish from below:

Vegetables:

Roasted Root Vegetables

Mediterranean Vegetables

Honey Roasted Carrots

Turned Carrots & Green Asparagus

Mange Tout & Baby Sweet Corn

Green beans & Carrots

Potato:

Fondant Potato

Dauphinois Potatoes

Parmentier Potatoes

Mustard Mash

Roast Potatoes

Creamed Potato

Desserts:

Apple & Rhubarb Crumble

vanilla ice cream

Vanilla Cheesecake

raspberry compote

Sticky Toffee Pudding

vanilla ice cream

Tea, Coffee & Mints

Wedding Day Countdown

To ensure you've arranged all aspects of your Wedding Celebration, we've included a quick reminder of what needs to be done and when.

12 Months

- *Arrange wedding with church/ registrar*
- *Book reception location and catering*
- *Book/ select optional evening entertainment*
- *Compile guest list*
- *Choose bridesmaids, best man and ushers*
- *Organise wedding outfits*
- *Book your honeymoon*

9 Months

- *Ensure wedding cars are booked*
- *Book photographer/ video*
- *Compile wedding gift list*
- *Have fittings for your dress and those for bridesmaids*
- *Shop for going away outfit*
- *Order your wedding cake*
- *Order wedding stationary*

6 Months

- *Arrange Appointment with Wedding Coordinator*
- *Organise wedding flowers*
- *Buy wedding rings*
- *Order cake boxes for those unable to attend*

3 Months

- *Confirm all service details with your Minister*
- *Arrange for the Banns to be called*
- *Buy presents for your attendants*
- *Post wedding invitations*
- *Confirm reception details*
- *Finalise your menu and wine requirements with the hotel*

2 Months

- *Arrange Appointment with Wedding Coordinator*
- *Confirm accommodation requirements for your guests with your hotel*

1 Month

- *Give final numbers of guests to reception/ location*
- *Arrange for seating place for reception*
- *Prepare newspaper announcement of your wedding*
- *Book hairdresser, manicure and make up*

2 Weeks

- *Arrange final appointment with Wedding Coordinator and Banqueting Manager*

1 Week

- *Have final rehearsal of wedding ceremony*
- *Make final checks on catering, cake, transport, flowers and photographer*

And finally..... Relax and enjoy your day

Wedding Etiquette

To help plan your Wedding Reception, here are some aspects of Wedding Etiquette that we hope you will find interesting.

The Receiving Line

This is an ideal way to greet your guests before commencing the Wedding Breakfast. The traditional Receiving Line is composed of:-

***Bride's Mother - Bride's Father - Groom's Mother - Groom's Father
Bride - Groom - Best Man - Bridesmaids***

This line up ensures that both families have the opportunity to speak to all the guests, but conversation should be kept to a polite minimum to avoid a long queue.

Top Table Seating Plan

This Top Table Seating Plan is the traditional suggestion but can be altered to suit your own individual requirements:-

***Best Man
Chief Bridesmaid
Bridegroom's Father
Bride's Mother
Bridegroom
Bride
Bride's Father
Bridegroom's Mother
Usher
Bridesmaid***

Toasts and Speeches

These would normally take place at the end of the meal and would accompany the cutting and serving of the wedding cake.

The following is the traditional order of proceedings.

- 1. The Bride and Bridegroom cut the cake.*
- 2. A toast to "The Bride and Bridegroom". This is normally proposed by the bride's father or a close relative or friend of the family.*
- 3. Toast to "The Bridesmaids". This is always proposed by the bridegroom following his response to the first toast.*
- 4. The best man would then respond to the bridegroom's speech on behalf of the Bridesmaids. He would also read the telegrams to the guests.*

Are you working to a budget?

Why don't you consider a Sunday (subject to availability), we can offer you a 10% discount for your Special Day. Please ask your Wedding Co-ordinator for details.

How to book

To make your booking please contact our Wedding Co-ordinator who will be happy to offer advice and further information.

Once a date has been agreed with the local registrar/Reverend and ourselves we can then make a provisional booking and hold this for 14 days.

A non refundable deposit of £350.00 is required to confirm the booking along with the signed event contract. Final numbers and full payment are required two weeks before your wedding.

Payment Terms

*£350.00 non-refundable deposit is required to secure the booking.
50% further payment is required 12 weeks prior to the Wedding.
Final balance is required 14 days prior to the Wedding.*

Minimum Numbers

Bardd Suite (Dylan Thomas Suite or Gwyn Jones Suite)
Fri: 60 guests - Wedding Breakfast & 150 guests - Evening Reception *
Sat: 70 guests – Wedding Breakfast & 200 guests – Evening Reception **

*Richard de Clare
15 guests – Wedding Breakfast & 50 guests – Evening Reception*

Prices

*All Prices are based on bookings for 2012 and 2013
Prices will be subject to a 5% increase per annum.*

Security

The hotel does not accept responsibility for any wedding cards or gifts. We recommend that you nominate a person from your wedding party for this responsibility. Safety deposit boxes are available should you require this service.

Terms and Conditions of Trading for Group Accommodation, Conferences, Functions & Events

These Conditions apply to all Contracts for the provision of goods and services for group accommodation, conferences, functions and other events to the exclusion of all other terms and conditions, including any which the Client may purport to apply or which may appear in any promotional literature. **Please read these Conditions carefully in order to avoid any misunderstandings regarding the terms on which reservations are accepted.**

In these Conditions, terms used with an upper case initial letter have special defined meanings. Some of these are listed in **Clause 18**. Others are defined when they are first used.

1. Confirmations and Guest Numbers

- 1.1 All bookings are provisional until the relevant Contract (signed by the Client) is countersigned on behalf of the Hotel and dated. The Hotel will provide to the Client a copy of the Contract once countersigned on behalf of the Hotel.
- 1.2 The Contract shall specify the anticipated number of guests for the Event, the agreed minimum number of guests for the Event (the "Contract Minimum") and the maximum number of guests permissible for the function room(s) reserved for the Event.
- 1.3 The Client must inform the Hotel of the number of guests it wishes to be catered for at the Event (the "Final Number") at least 3 Working Days before the Event. This Final number will override the anticipated number specified but will not affect the Contract Minimum.
- 1.4 The Contract Minimum represents the minimum number of guests the Client guarantees will attend at the Event and the Company has calculated its charges on this basis. The amount payable by the Client will therefore be calculated according to the highest of (a) the Contract Minimum (b) the Final Number or (c) the number who actually attend the Event.

2. Payment

- 2.1 Payment
All accounts incurred will be invoiced. Payment is due for all credit accounts on presentation of invoice. Any queries should not delay immediate payment of the outstanding balance. Queries should be referred to the Hotel within 7 days of the receipt of invoice. No allowance or refund can be made for meals and other elements not taken within the agreed package rate. Payment must be made in Pounds Sterling (UK) payable to the Hotel.
- 2.2 Deposits
The Client must pay the deposit payment(s) specified in the Contract under Billing Instructions. Should the Client fail to pay any such deposit within 7 days of the due date, the Company may treat the Booking as having been cancelled by the Client and:
2.1.1 the Company may set-off any cancellation fees which become payable against the deposit;
2.1.2 if the deposit held by the Company is greater than the amount of any cancellation fees payable, then the balance shall be refundable to the Client.
- 2.3 Credit
Credit facilities within the Company may be obtained on application to the Hotel (subject to the agreement of the Hotel). Credit facilities must be finalised at least 2 weeks prior to the Event. All amounts incurred against an agreed credit facility will be invoiced immediately after the Event. The Client shall pay all invoices on presentation of the invoice.
- 2.4 Interest
When credit facilities are granted and when payment is not received within the stated terms, we reserve the right to charge an appropriate rate of interest (3% above base rate) or make a collection charge. All such agreed credit accounts must not exceed their credit limit at any time.
- 2.5 Extras
The Client shall pay the Hotel for any food and beverages or other goods and/or services not provided for in the Contract or otherwise in correspondence but made available upon request of the Client on the day of the Event.
- 2.6 Price Variations
In the event of circumstances beyond the Company's control (including, but not limited to, increases in the standard rate of VAT), the Company reserves the right to vary the prices specified in the Contract to an extent which reflects such circumstances.

3. Cancellation by Client

- 3.1 If the Client wishes to cancel a Booking or cancel the reservation of some or all bedrooms reserved either as a block booking or in conjunction with an Event, such cancellations must be advised to the Hotel in the first instance verbally, followed by written notice of cancellation. Cancellation shall be effective, final and binding on the Working Day on which the Hotel receives written notice of cancellation (the "Cancellation Date"). Any notice of cancellation received out of the hours of 9.00am and 5.00pm shall be deemed made on the next Working Day. Any postponement of any Event shall be considered as a cancellation under this Clause 3.
- 3.2 If the Client cancels a Booking, the Company will charge a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the Contract Minimum (and, if any separate charge is payable in respect of room hire, of such room hire charge), according to the number of clear days (that is not counting the Cancellation Date and the day of the Event) between the Cancellation Date and the date of the Event (the "Cancellation Notice"), as set out below. If the Event is cancelled less than 3 Working Days before the Event, the Hotel is entitled to charge according to the Final Number, if higher than the Contract Minimum.

<u>Cancellation Notice (Events)</u>	<u>Fee</u>
Over 133 days	10%
133-91 days	25%
90 days -30 days	50%
29 days-8 days	80%
7 days or less	98%

- 3.3 Where any bedrooms are reserved either as a block booking **or** in conjunction with an Event, such bedrooms:
- 3.3.1 are block booked and reserved exclusively to the Client and accordingly will not be released unless notice of cancellation of such reservation in respect of the relevant bedrooms is given in accordance with Clause 3.1. The cancellation fees set out in Clause 3.4 will if applicable then apply.
- 3.2 will (unless cancelled as provided above) be charged at the room rate specified in the Contract (or, if no separate room rate is specified in the Contract, at the standard room rate) for all nights booked even if any guests do not stay for all nights so booked (including by reason of early departure).
- 3.4 For block bedroom bookings of 5 or more rooms on any one night, cancellation of some or all bedrooms reserved either as a block booking **or** in conjunction with an Event will incur a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the bedrooms cancelled (or, if no separate room rate is specified in the Contract, of the standard room rate) according to the Cancellation Notice, as set out below:

Cancellation Notice (Bedrooms)	Fee
Over 90 days	10%
90-61 days	25%
60 days -30 days	40%
29 – 10 days	60%
9 – 3 days	80%
2 days – night of	98%

- 3.5 The cancellation fees payable under this Clause 3 are a genuine pre-estimate of the loss the Company will incur arising out of a cancellation; the actual losses incurred by the Company may be greater or less than these cancellation fees; the cancellation fees are payable whether or not the Hotel is able to find alternative business in respect of the cancelled Event and/or bedrooms.
- 3.6 In addition to the cancellation fees due under Clauses 3.2 or 3.4, the Client must reimburse the Hotel (on an indemnity basis) for any

All information contained herein was correct at time of going to press. May 2005.

expenditure incurred in respect of any cancelled Booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the Event.

- 3.7 The Company may invoice the Client for any cancellation fees payable at any time after the cancellation. The Client shall pay such invoice on presentation of invoice.

4. Cancellation by Company

- 4.1 The Hotel may cancel the Booking:
- 4.1.1 if the Booking might prejudice the reputation of the Hotel;
- 4.1.2 under Clause 2.1
- 4.1.3 if the Hotel becomes aware of any deterioration in the Client's financial situation such that the Company reasonably considers the Client may not be able to fulfil its material obligations under the Contract.
- 4.2 The Company may charge the cancellation fees provided in Clause 3 in the event of any cancellation under this Clause 4.

5. Changes by Company

The Hotel reserves the right without prior notice to change the Client's assigned function room for one of equal suitability if the Hotel has reasonable commercial or operational reasons for so doing (including, but not limited to, the carrying out of works on the relevant room or such room being otherwise unavailable).

6. Outside Services

The prior consent of the Hotel must be obtained for any entertainment or services contracted for the Event by the Client, all of which must comply with any statutory codes and regulations. It shall be the responsibility of the Client to ensure that, where applicable, Performing Rights Society forms and Phonographic Performance Limited forms are completed by any band or musicians employed by the Client.

7. Etiquette

- 7.1 The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, its guests, representatives or contractors (including, but not limited to, persons engaged by the Client to provide entertainment or other services). The Client must ensure compliance with the Hotel's direction as to noise or behaviour.
- 7.2 The Hotel reserves the right generally:
- 7.2.1 to exclude or eject any person from the Event or the Hotel if it reasonably considers such person to be objectionable; and
- 7.2.2 to terminate the Contract and stop the Event without liability to any refund or compensation, if necessary to prevent or terminate unacceptable noise or behaviour.
- 7.3 The Client shall indemnify the Company against all and any losses, costs, damages, liabilities, claims, demands and expenses suffered or incurred by the Company arising out of any exclusion, ejection, termination or stopping under Clause 7.2 or the circumstances giving rise thereto.

8. Health & Safety

The Client must fully comply (and ensure the full compliance of its sub-contractors, employees and guests) with the Hotel's Health & Safety policy, a copy of which is available on request from the Hotel.

9. Corkage

No wines, spirits, food or beverage may be brought into the Hotel or grounds by or on behalf of the Client or any guests for consumption on the Hotel premises unless the prior consent of the Hotel has been obtained, for which a charge will be made.

10. Licensing and Statutory Regulations

The Client shall maintain free access to fire exits at all times and shall obtain the prior approval of the Hotel before using any special effects equipment on the Hotel premises. The Client shall submit for approval by the Hotel all table layouts for the Event. The Client shall observe the permitted hours for selling intoxicating liquors in the Hotel premises, as advised by the Hotel.

11. Punctuality

The Event must start and finish at the times specified in the Contract. Changes to these times may not be possible unless previously agreed with the Hotel.

12. Guests' Clothing and Personal Property

The Company does not accept responsibility for the property of the Client or its guests. Cloakrooms are provided for the convenience of clients and guests but any goods deposited in the cloakrooms or left unattended on Hotel premises are deposited at the owner's risk and without any liability on the part of the Company.

13. Equipment Storage

The Hotel will assist the Client, where reasonably possible, with the storage of equipment etc, however, the Company does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like, left in storage.

14. Radio Communication Systems

Where usage of any radio communication system handset is provided to the Client, the Client shall comply with all licensing conditions in relation thereto.

15. Liability of the Company

- 15.1 Subject to Clause 15.4, the Company shall not be liable, whether in contract, tort (including negligence) or otherwise for any indirect, consequential or economic losses or loss of profits however arising.
- 15.2 In no event will the Company's liability for any loss or damage in contract or tort (including negligence) or howsoever otherwise arising, exceed the total amount paid by the Client for the Event.
- 15.3 The Company shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, floods, strikes, delays in transportation, failure of services or inability to obtain any necessary information or consent from any authority.
- 15.4 The Company does not exclude or restrict its liability in respect of death or personal injury resulting from its negligence.

16. Damage

The Client shall be responsible to the Company for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein or to the Hotel generally by any act, default or neglect of the Client or any sub-contractor, employee or guest of the Client and shall pay to the Company on demand the amount required to make good or remedy any such damage.

17. General

17.1 Agents

Should the Client contract with the Hotel through an agent, the agent acts in that capacity for the Client, and not the Company. The Client accepts full responsibility for the payment of the Hotel's account.

17.2 Governing Law

The Contract shall be governed by and construed in all respects in accordance with the laws of England. The Contract does not affect any rights which the Client may have under the Hotel Proprietors Act 1956 where that Act applies.

17.3 Time is of the Essence

For all payment obligations under these Conditions, time shall be of the essence.

17.4 Assignment

The Contract shall not be assignable by the Client, but may be assigned by the Company

18. Definitions

- 18.1 "Booking" means a booking under a Contract
- 18.2 "Client" means the person, firm or company responsible for commissioning and payment of the Event.
- 18.3 "Contract" means the written agreement between the Hotel and the Client for a specific booking or series of bookings
- 18.4 "Event" means the event or function specified in the Contract
- 18.5 "Hotel" means the property(ies) for which this Contract has been agreed and/or as appropriate under the Marriott Hotels Limited, Registered Office: 7 Albemarle Street, London, W1S4HQ.
- 18.6 "Working Day" means Monday to Friday excluding bank holidays and other public holidays.