

Marriott
NEWCASTLE METROCENTRE

MetroCentre
Gateshead
Tyne and Wear
NE11 9XF
Phone 0191 493 1222

SELF CATERING EVENTS 2011

Thank you for considering the Newcastle Marriott Hotel MetroCentre for your self catering event in 2011.

The enclosed pack contains all of the information you may require as to the way in which self catering events run at the Newcastle Marriott Hotel MetroCentre.

Our dedicated and experienced Wedding and Special Events Co-ordinator will be there to guide you through all the arrangements, offering you advice and support at each stage. We understand the importance of your day and will aim to ensure that your Event is successful and enjoyable for you and all your guests.

If you are looking to hold a wedding with us or a special function please contact our Wedding Co-ordinator who will be delighted to discuss our Wedding Packages in more detail. If our packages are not quite what you are looking for, we will be pleased to tailor them to your special requirements.

We look forward to welcoming you to the Newcastle Marriott Hotel MetroCentre.

SELF CATERING EVENTS

CAPACITY 50-300 GUESTS

PACKAGE RATE – £4,500.00 TO INCLUDE:-

- Room Hire from 7am till midnight
- 4 x Bar Staff , 1 x Hotel Representative, 2 x Kitchen Stewards
- Corkage Charge for all Wine, Spirits, Bottled Beers and Soft Drinks, supplied by yourselves
- Tables and Chairs
- White Linen Table Cloths and Napkins
- Crockery, Cutlery and Glassware (see attached stock list)
- Two changing rooms for bride and groom until 6pm
- Car Parking
- VAT at the Current Rate

*****(a half day package for not more than 6 hours in duration £3500.00)*****

The following can also be available at an additional cost:

- Pa System and Microphone
- Staging
- Waiting Staff are available to hire. We will be pleased to discuss your individual requirements

A £300.00 bond is required from the Organiser for the function room to be left as found – payable one month prior to the event.

A £300.00 bond is required from the Caterer for the kitchen to be left as found – payable one month prior to the event.

KITCHEN FACILITIES

- Use of the Hotel's Banqueting Kitchen is included within the Package cost
- Access is available from 4 hours prior to the food service
- Upon arrival the Caterer is to meet with the Conference & Events Manager and the Head Chef, where an Induction will take place for correct usage of the Hotels' Kitchen facilities
- The Hotel's Health and Hygiene Regulations must be abided by at all times. The Organiser and Caterers must agree to comply by signing the disclaimers
- In compliance with Health and Safety Regulations, all catering staff must provide and wear at all times, Hats, Protective Overalls or Chef Whites
- Your caterers are required to sign a declaration that they are responsible for all food items provided for your function
- The caterers are responsible for providing all the necessary equipment in order to prepare and serve the meal. Please note that no serving dishes/utensils are included for your use.
- No unauthorised personnel, including guests and family members are allowed to enter the kitchen
- Alcohol consumption / Smoking in the Kitchen area is FORBIDDEN
- After the function, all Kitchen areas used by the Caterers must be thoroughly cleaned
- Only when the Duty Manager has inspected the Kitchen and is satisfied that all cleaning has been completed, can the caterers leave
- Kitchen to be left as found or the £300.00 bond money will be retained for contract cleaning
- If using own food service staff, the function rooms are to left as found or the £300.00 bond money will be retained for contract cleaning
- Please Note – no Gas Burners will be allowed on the premises
- The Hotel does not hire or loan any equipment on your behalf
- In all instances you are responsible for providing your own additional equipment
- If you are having any equipment delivered to the hotel, please note that we are not responsible for receiving, checking or returning any items
- Early deliveries of equipment or liquor need to be confirmed with the hotel beforehand. The hotel will not accept deliveries that have not been pre-arranged or are unacceptable early or late to a pre-arranged time
- The hotel accepts NO liability for any goods left on the premises before, during or after the function
- A stocklist of available crockery, cutlery and glassware has been enclosed. Any requirements over this must be hired by yourselves or the caterers
- During the event, the hotel is unable to supply additional chairs and tables. As a result of this, clients must be exact as possible with final numbers

BEVERAGE SERVICE

- You may supply your own drinks as the corkage charge is included in the package price
- Only bottled beer is allowed to be brought onto the premises. If you wish to serve draught beer, the hotel will be happy to open their bar and hotel prices will apply
- No guests or family members are permitted behind the function bar
- Please note that the bar must be closed by midnight
- Your stock, upon delivery will be counted in by our Bar Manager and at the end of the function will be recounted. At both times, please ensure that a member of your party is available to verify numbers
- Queries regarding stock usage must be dealt with on the day of the function
- 4 x Beverage staff are included for bar service and table cleaning



ENTERTAINMENT

- This can be arranged for yourselves but must finish by Midnight
- No Pyrotechnics are allowed on the premises
- No smoke machines / haze machines / bubble machines are permitted in the function rooms

TERMS AND CONDITIONS

- A Provisional Booking can be made in person or by telephone and can be held for 14 days
- A Deposit of £500.00 is required to confirm all bookings together with written confirmation – please note deposits are non refundable and non-transferable and that the hotel has the right to cancel all unconfirmed bookings once the 14th day provisional period has passed
- Full pre-payment must be made 1 month prior to the event

CANCELLATION

In the unlikely event that you need to cancel at any time prior to the date, you will be required to pay the Newcastle Marriott Hotel MetroCentre a cancellation fee as follows:

Over 133 days prior to the function	10%
133-91 days prior to the function	25%
90-30 days prior to the function	50%
29-8 days prior to the function	80%
7 days or less	98%

The cancellation charge is based on the estimated total cost of the function.

SELF CATERING EVENTS

STOCK LIST

CROCKERY

300 Main Plates
300 Fish Plates
300 Side Plates
300 Soup Bowls
300 Saucers
300 Cups

CUTLERY

300 Knives
300 Forks
300 Spoons
300 Tea Spoons

GLASSWARE

300 Wine Goblets
125 Champagne Flutes
175 Pint Glasses
225 ½ Pint Glasses
175 Spirit Tumblers
30 Water Jugs
30 Ice Buckets

We also provide Teapots / Coffee Pots and additional cutlery for starters and desserts

PLEASE NOTE YOUR CATERERS NEED TO PROVIDE –

Serving dishes/flats
Serving spoons/ladles
Cooking pots/pans and utensils
Sugar/milk if required
And any other non-fixed items



DISCLAIMER – A
(TO BE SIGNED BY THE ORGANISER)

SELF CATERING EVENTS

AT THE NEWCASTLE MARRIOTT HOTEL METROCENTRE

MAXIMUM NUMBERS – 300

Date of Event:

Name of Event:

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- 1 I, as organiser of the above function, accept that due to the food being provided by outside caterers, that the Hotel is not liable for the food being served at this function
 - 2 I, as organiser of the above function, agree to abide by the Hotel's Health and Hygiene Policy (printed overleaf)
 - 3 I, as organiser of the above function, have read, understood and now accept the conditions of booking laid out in the package Self Catering Events at the Newcastle Marriott Hotel MetroCentre

PRINT NAME: _____

SIGNATURE: _____

DATED: _____



DISCLAIMER – B
(TO BE SIGNED BY THE CATERERS)

SELF CATERING EVENTS

AT THE NEWCASTLE MARRIOTT HOTEL METROCENTRE

MAXIMUM NUMBERS – 300

Date of Event:

Name of Event:

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- 1 I/We as Caterer/s of the above function understand that it is my/our responsibility to inspect the Hotel Kitchen prior to the commencement of our preparation and cooking of food to ensure that it is scrupulously clean and any concerns must be reported at the time to the Hotel Duty Manager
 - 2 I/We as Caterer/s for the above function, accept that I/We take full liability for the food served at this function and accept that the Hotel is no way liable for the food being served at this function.
 - 3 I/We as Caterer/s of the above function have read, understand and now accept the conditions of booking, laid out in the package Self Catering Events at the Newcastle Marriott Hotel MetroCentre
 - 4 I/We as Caterer/s of the above function warrant that I/We have in effect, adequate insurance to cover any risk or accident which could result out of the preparation and cooking of food, which cover extends to the Hotel premises and Kitchens and for the function proposed (a copy may be required at the time of signing this disclaimer)
 - 5 I/We as Caterer/s of the above function, agree to abide by the Hotel's Health and Hygiene policy (printed overleaf)
 - 6 I/We as Caterer/s of the above function understand that I/We provide all serving dishes/flats, ramekins/gravy boats, serving spoons/ladles, cooking pots/pans.
 - 7 I/We as Caterer/s of the above function must produce a Certificate of Inspection for any equipment brought into the Hotel

PRINT NAME: _____

SIGNATURE: _____

DATED: _____

HEALTH & HYGIENE POLICY

SELF CATERING EVENTS

AT THE NEWCASTLE MARRIOTT HOTEL METROCENTRE

Any food brought onto the Hotel premises must comply with all current food legislation, especially the **Food Safety Act 1990**.

1. **No unauthorised personnel** are to enter the Hotel Kitchen without express permission from a member of the Hotel Management.
2. **Suitable protective over clothing must be worn in the Kitchen at all times; this is to include, clean white over clothing, kitchen hats, suitable protective shoes and no jewellery (including watches and earrings) apart from a Wedding Band.**
3. **No one** is to handle any Kitchen machinery, equipment or appliance without prior **permission** from the Hotel Chef.
4. **No one** is to handle any Kitchen machinery, equipment or appliance without prior **instruction** as to its use ensuring they are fully conversant with its operation.
5. **All persons** entering the Hotel Kitchen must ensure that food brought into the kitchen by them does not cross contaminate other food, whether directly or indirectly.
6. **All persons** entering the Hotel Kitchen must familiarise themselves with, understand and agree to comply with the Hotel's standard rules for contractors, a copy of which is enclosed.
7. **No alcohol** is to be consumed in the Kitchen, or by those working in the Kitchen.
8. **No Gas Burners** will be allowed on the premises.
9. **Hotel Kitchen** to be left scrupulously clean after the event. The Duty Manager is to inspect the kitchen **PRIOR** to the Caterer leaving the premises. A bond is held from the Organiser and will only be returned, if the premises are left as found and checked by the Duty Manager.

Please Note: that failure by Caterers to adhere to the rules regarding protective clothing, may result in them being refused access into the Kitchen