



## **the birmingham hotel Conference Package**

The hotel is operated by a professionally minded management team, whose aim is to offer its guests the best in service and value for money. Our staff will ensure that your every need is met to enable you to enjoy your meeting.

When booking a Conference at the birmingham hotel, we guarantee you a completely personalized approach with a Conference co-ordination of your day. On the day of your Conference a dedicated member of the team will ensure that your every need is met.

At the birmingham hotel we understand that each Conference Meeting we host is individual, therefore we like to offer as much flexibility as is possible when creating the perfect Meeting for you.

Further exciting news is that the whole hotel now has wireless broadband access throughout the hotel and FREE car parking.

We hope the combination of our prime location in Birmingham- England's 2nd capital city and the professional service of our staff will ensure that this is a visit you will choose to repeat.

[www.thebirminghamhotel.com](http://www.thebirminghamhotel.com)

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## CONFERENCE ROOM CAPACITIES AND CHARGES

Room	Boardroom	Theatre	U-Shape	Classroom	Cabaret	Size Mtr 2
Conference Room 1	30	60	24	35	25	58.8
Conference Room 3	35	60	24	35	30	64
Conference Room 1-3	50	150	40 – 45	70	40 – 45	122.8
Boardroom 1	10	20	10	12	n/a	19.5
Boardroom 2*	8	8	6	n/a	n/a	11.35
Boardroom 3*	8	15	8	n/a	n/a	16.25
Leeside Suite	45	160	40	60	65	162.89
Celtic Suite	35	60	25	40	40	139.7

\*Boardroom 2 and Boardroom 3 are suitable for small syndicate rooms.

ROOM	FULL DAY Over 4 hours	HALF DAY Up to 4 hours
Conference Room 1	£225.00	£150.00
Conference Room 3	£225.00	£150.00
Conference Rooms 1 – 3	£350.00	£300.00
Boardroom 1	£120.00	£75.00
Boardroom 2	£110.00	£65.00
Boardroom 3	£110.00	£65.00
Leeside Suite	£450.00	£250.00
Celtic Suite	£300.00	£150.00

## INCLUSIVE DELEGATE RATES

Inclusive delegate rates are designed for 10 or more guests attending a meeting

<b>Flip Chart</b>	<b>£15.00</b>	<b>17" TV &amp; DVD</b>	<b>£60.00</b>
<b>OHP &amp; Screen</b>	<b>£35.00</b>	<b>27" TV &amp; DVD</b>	<b>£80.00</b>
<b>Screen Only</b>	<b>£25.00</b>	<b>42" Plasma Screen from</b>	<b>£200.00</b>
<b>LCD Projectors</b>	<b>from £190.00</b>	<b>2 Speaker PA System</b>	<b>£95.00</b>

Prices are on a daily basis and are inclusive of VAT. Other equipment is available on request.

Day Delegate Rate: £35.00 including VAT	24 Hour Delegate Rate: £125 including VAT
* Room Hire of Meeting Room	* As Day Delegate plus,
* Tea, Coffee & Biscuits on Arrival	* Three Course Dinner
* Mid – Morning Tea, Coffee & Biscuits	* Accommodation
* Hot/Cold Buffet	* Full English Breakfast
* Afternoon Tea, Coffee & Biscuits	
* Iced Water and Cordials	
* Pens & Writing Paper	
* Flip Chart Stand and Marker Pens	
* Overhead Projector and Screen	

Food & Beverages	
<b>Menus</b>	
<b>Hot &amp; Cold Buffet £8.50 per head any 7 items from list</b>	<b>2 Course lunch in Restaurant £10.50 per Head</b>
Assorted Sandwiches Sausage Rolls Vegetable Somosas Chicken Drumsticks Chicken Satay with bbq Dip Onion Bhajis Mini Spring Rolls Lamb Somosas Pizza Garlic Chicken Goujons Wings of Fire Savory Eggs Fruit Bowl Orange Juice Other items are available on request	Main Course and Desert of the Day

<b>Tea/Coffee &amp; Biscuits £2.20 p/p</b>	<b>Hot and Cold Buffet</b>	<b>£8.50 p/p</b>
<b>Tea/Coffee &amp; Sandwiches £4.95 p/p</b>	<b>Two Course Fork Buffet</b>	<b>£11.50 p/p</b>
<b>Mineral Water 1 Litre £2.75</b>	<b>Selection of Sandwiches</b>	<b>£3.25 p/p</b>
<b>Sparkling Water 1 Litre £3.25</b>	<b>Fresh Fruit</b>	<b>£2.00 p/p</b>

# TERMS AND CONDITIONS

## 1. GENERAL

- a) The person signing overleaf for and on behalf of the client warrants to the hotel that he/she has the authority to do so.
- b) The hotel agrees to provide and client hires the services set forth in accordance with the terms hereof.
- c) Any equipment or item specifically requested by you will be charged to your account.
- d) No signs, displays, posters or other material may be fixed to the walls of the hotel rooms without prior authorisation of the Hotel Management.
- e) The client must ensure that its employees and guests comply with all legislation applicable to the hotel and at all times obey the reasonable instructions of the hotel staff.

## 2. PAYMENT

- a) A non-refundable, non-transferable deposit of £100.00 is required in order to confirm your booking.
- b) A 25% pre-payment, based on the minimum guaranteed numbers at the minimum guaranteed menu spend, is required six months prior to the event.
- c) Full pre-payment is required 14 days prior to the event.
- d) If there is a query on parts of a bill it is agreed that the client will pay the balance on the due date. The part queried will be due as soon as the problem has been resolved.
- e) The agreed prices assume there will be no change in the rate of VAT or in the price of Food and Drink. If these assumptions are wrong the hotel has right to adjust the quoted price accordingly.

## 3. NUMBER OF GUESTS ATTENDING

- a) Provisional numbers will be given at the time of booking, a minimum guaranteed number will be set, and this number will be charged for should the actual numbered attending fall below this.
- b) Final numbers are required 2 weeks prior to the event. This number will be considered to be the guaranteed minimum and will form the basis of the charge. Any decrease on these numbers will be charged at the agreed per guest rate.
- c) In the event that the number of guests exceeds that booked, the hotel will make every reasonable endeavour to provide service and accommodation for the increased numbers and will charge appropriately for providing this service. The hotel cannot be held responsible for the failure to provide such accommodation or service.

## 4. CANCELLATION

- a) In the event of a cancellation, Days Hotel Birmingham has a cancellation policy in order to keep our prices competitive.  
These are as follows:

Over 12 weeks	Up to 25%
6 to 12 weeks	25%
4 to 6 weeks	50%
4 weeks to 10 days	75%
Less than 10 days	100%
- b) In every case, if we are able to re-let the room(s), the resulting revenue will be deducted from the cancellation charge.
- c) Any deposits or pre-payments, previously made are non-refundable.

## 5. CANCELLATION BY The Birmingham

6. The hotel reserves the right to cancel booking if:
  - a) If any part of the hotel is closed or otherwise unavailable because of events outside the hotel's control.
  - b) Either part becomes insolvent or, in the case of an individual becomes subject to a bankruptcy petition.
  - c) The booking may damage the reputation of the hotel
  - d) In these circumstances you are entitled to get any advance payments back, but the hotel would not have any other liability.

## 7. LIABILITY

- a) Property should be safeguarded at all times. The hotel will not accept any liability for loss or damage to property or death or illness of, or injury to persons, unless caused by the Hotel's negligence. The client is recommended to have adequate insurance cover.
- b) Care must be taken on use of anything which may be construed as hazardous or dangerous. If there is a safety risk on anything you may want to bring into the hotel, or if it may not meet with Local Government and Fire regulations, it must firstly be discussed with the hotel.