



Tivoli, Cork.

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#### **TERMS AND CONDITIONS**

All reservations and agreements are made upon and are subject to the terms & conditions of the hotel and the following conditions:

**Quotations** - The quotation herein is subject to a proportionate increase to meet increased costs of foods, beverages and other costs of the operation existing at the time of performance of our undertaking by reason of increases in present commodity prices, labour costs, taxes or currency values. Patrons expressly grant the right to the hotel to increase prices herein quoted or to make reasonable substitutions on the menu and agree to pay such increased prices and accept such substitutions.

**Final Numbers** - The client will supply the hotel with the FINAL numbers of people attending the function not later than 72 hours prior to the scheduled time of the function. This FINAL figure will be the minimum number of meals for which the organisers guarantee payment. Additional meals will be served if space and staff are available, but without guarantee or obligation by the hotel to provide such extra meals. Any such meals will be charged at the quoted price.

**Beverages** - No beverages of any kind will be permitted to be brought into the hotel by any patron, guests or invitees from the outside without special permission of the hotel and the hotel reserves the right to make a charge for the service of such beverages.

**Food** - Only food which has been prepared on the premises and supplied by the hotel may be consumed on the premises, with the exception of a wedding cake.

**Performance** - Performance of this agreement is contingent upon the ability of the hotel management to complete the same, and is subject to labour trouble, disputes or strikes, accidents, government requisitions and restrictions upon travel, transportation, foods, beverages or supplies; and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. Any deposit paid will be refunded in full in the event.

**Menu Prices** - All menu prices are based on Dinner being served before 10.30pm and may be subject to a 10% increase per annum.

**Entertainment** - All entertainment must be approved by the management of the hotel.

**Bar Extensions** - Bar extensions can be arranged upon request. There is an additional charge for a Bar Extension.

**Conduct** - The organiser will be responsible for the conduct and discipline of all persons attending the event solely excepting the hotel staff.

**Incident Reporting** - The management provides an incident report book for the purpose of recording any incident or accident during the course of the hire period. It is the duty of the organiser to report such an incident to the hotel management and furnish an account of such accident or incident together with names and addresses of all or any witnesses thereto and to sign the incident book in support thereof.

**Empty Cases** - All loose cases, packaging, cardboard boxes, display material must be removed from the hotel premises before, during and after display. In no circumstances may the organisers of an exhibition or trade show leave such material lying around the area or outside in the hotel grounds.

**Damage** - An inspection of the area may be made by the organisers, before set-up and a manager must be in attendance. On departure, a similar inspection must be made again accompanied by the manager to see if any damage has been done. The organisers shall be responsible for any damage, which may have occurred to the fittings, walls, floors or carpet during the exhibition or event.

All labour, fittings etc., necessary to meet the electrical requirements of the stand holders and connecting, will be the responsibility of the organisers.

**Security/Insurance** - The management of the hotel will not supply special security for the exhibition/conference area. It is advisable for the organisers to arrange this service, particularly on delivery, at night and removal of goods. The hotel will not accept responsibility for any property or products lost, damaged or stolen, while on hotel premises. The client/organiser must have the relevant Public Liability & Employers Liability Insurance which extends to fully indemnify our company as the proprietor of the location from which the event is being held.

**Noise Level** - It is assumed that no exceptional noise factor will be created by any exhibits or events. If in doubt organisers are requested to notify the hotel management of the type of exhibit or event proposed.

**Distribution of Publicity Matter/Litter** - No publicity material or leaflets may be distributed to hotel guests in the main lobby or public area of the hotel. Such matters must be contained within the exhibition or event area. No posters, flyers or other publicity matter can be displayed or distributed in such a manner as to contravene any litter or advertising standards laws.

**Fire Exits** - These must be kept free at all times. The layout plan of the exhibition or event must be submitted to the management prior to finalisation with display contractor.

**Consigning** - No goods or exhibits may be consigned to the hotel or any of its officials as the hotel will not receive them or be responsible for any charges for freight, carriage or delivery. The hotel is not responsible for any loss or damage of such goods.

**Delivery of Exhibits, Stands, Goods and their Removal** - No vehicle will be allowed to block the thoroughfare, Car Park or Exit Door while delivering or removing goods. All goods should be delivered and removed through the Exit Door specified by the management. No deliveries are to be made through the Exit Doors to the Front of the hotel.

**Erection of Stands, Signs and Notices** - All stands and Display notices must be entirely self-supporting. Nails, Screws, Drawing pins, Adhesives, Sellotape must not be used on the floors walls doors or partitions of the Exhibition/Banqueting Area of the hotel or any other area used for display. The pasting of Notices on any part of the structures or building is strictly prohibited. The structures of the hotel may not be interfered with in any way by organisers of Trade Shows or Exhibitions etc. The management reserves the right to remove any display or notice that is not erected in accordance with their instructions. In certain circumstances, display hoarding at the entrances to the hotel may be erected subject to prior written approval by the management.

**Cleaning of Area** - All cleaning and maintenance of stands shall be the responsibility of the organisers. The area is to be returned to the hotel cleaned and cleared of all rubbish. A Cleaning Deposit maybe requested by the hotel. It is the duty and obligation of the organiser to contact the management staff and advise of any glass or other breakage, spillage or other damage or nuisance which may occur on the premises during the period of hire and supervise its removal.

#### **DEPOSITS, ACCOUNTS & PAYMENT**

**Deposit** - As requested on reservation to secure booking. Deposits are non-refundable, non transferable and forfeited in the event of cancellation.

**Accounts** - All exhibitors must pay cash for any hotel service requested and received unless their firm has an account with the hotel and written authorisation has been received together with signatures.

**PAYMENT** - Bill is payable on day or the previous working day if banks are closed.

Should any clause in this contract be held to be inoperative or unlawful for whatever reason that shall not render ineffectual the remainder of the agreement.