



# Celebrate your special day with us

Here at the Holiday Inn Newcastle Gosforth Park we offer tailor made celebrations for up to 280 guests and offer flexible banqueting options, allowing you to bring your own specialist caterers to prepare the food on the premises.



The Cheviot Suite package price of £4500.00 includes the following, for a maximum of 280 guests:

- A red carpet welcome
- Room hire in one of our banqueting suites (timings to be agreed)
- Tables and chairs will be provided by the hotel for up to a maximum of 280 guests with a mixture of round and long tables
- Hotel to set up the tables and chairs prior to the event
- Crockery, cutlery, glassware and white table linen
- Dance floor and staging
- Serving staff and bar staff\*
- Corkage
- Allocated kitchen area for external caterers with 2 kitchen porters\*
- Ample free parking for all your guests
- A complimentary bedroom
- Special accommodation rates for your guests (subject to availability).
- Value Added Tax at the current rate.

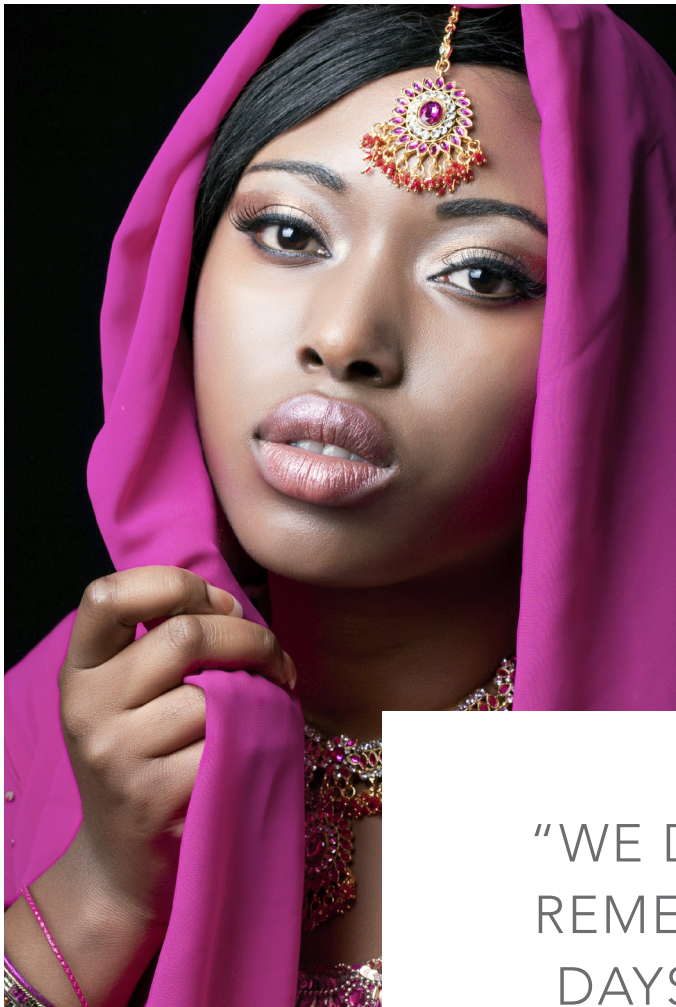
If you have the Cheviot Suite booked for your event and require the use of the Ridley Suite there will be an additional charge of £1000.00.

\*please see details on 'Staff Included' page



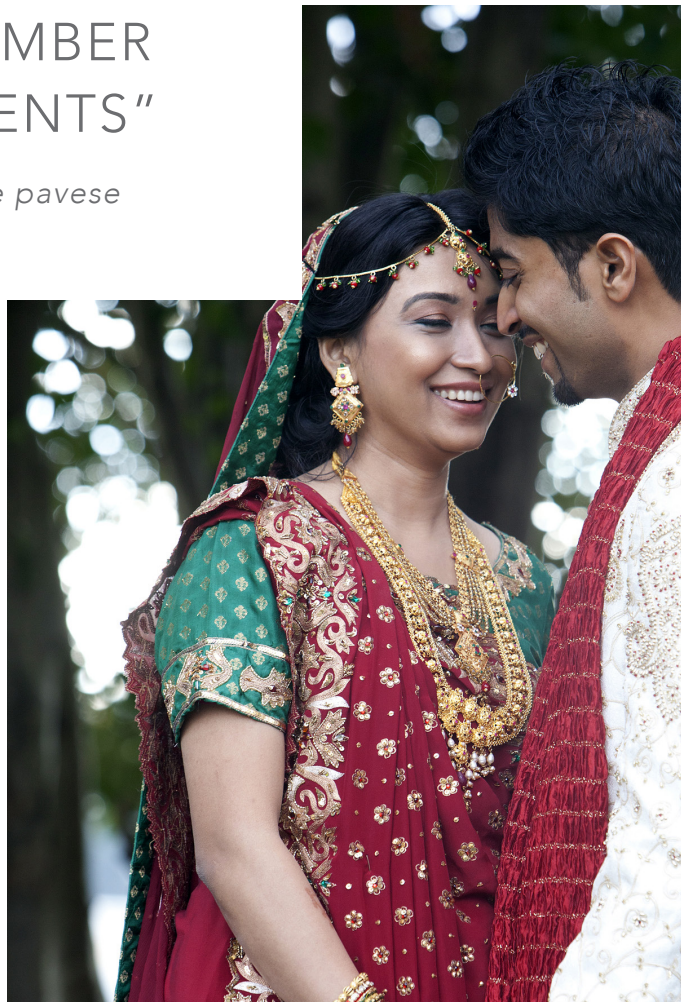
The Ridley Suite package price of £2000.00 includes the following, for a maximum of 80 guests:

- A red carpet welcome
- Room hire in one of our banqueting suites (timings to be agreed)
- Tables and chairs will be provided by the hotel for up to a maximum of 80 guests with a mixture of round and long tables
- Hotel to set up the tables and chairs prior to the event
- Crockery, cutlery, glassware and white table linen
- Dance floor and staging
- 3 Serving staff and 1 bar staff
- Corkage
- Allocated kitchen area for external caterers with 1 kitchen porter
- Ample free parking for all your guests
- A complimentary bedroom
- Special accommodation rates for your guests (subject to availability).
- Value Added Tax at the current rate.



"WE DON'T  
REMEMBER  
DAYS, WE  
REMEMBER  
MOMENTS"

– cesare pavese



# Staff Included

As a condition of booking, we require two of our own hotel kitchen porters to be employed to work with your own caterers for a minimum for 4 hours. This will ensure that hotel health, hygiene and safety regulations are adhered to.

## Food service

There will be up to a maximum of 8 serving staff included for a minimum of 4 hours. Additional staff required will be charged at £15.00 per staff member per hour.

## Drinks service

There will be up to a maximum of 2 bar staff included for a minimum of 4 hours.

The above staff will depend on your final numbers and timings of your event. Additional staff and service hours will be billed on the day subject to your timings not running as per your contract at £15.00 per staff member per hour.

# Guest Accommodation

For your guests wanting to stay overnight at the Holiday Inn Newcastle Gosforth Park we can offer 10 bedrooms (subject to availability) at a discounted rate. This is in addition to the complimentary bedroom.

## **Special discounted rate based on 2 adults sharing a room:**

Rate available on request

Children under the age of 18 are accommodated free when sharing with an adult. Breakfast is included in the above rate for children 12 and under, children over this age will be charged for additional breakfast.

This rate only applies to the night of the function unless pre arranged with the events team.

Rooms will be held without being named up until four weeks before the event date. If after this time the rooms have not been named they will be released back for general sale.



# Conditions of Booking

## Deposit

A non-refundable deposit of £750.00 is required to secure your date.

A contract will then need to be signed to confirm the booking.

Catering companies' name and contact details must be supplied.

Terms and conditions for use of the kitchen to be signed by the catering company and must be received at the hotel no later than 2 weeks prior to the event.

## Further Payments

Full prepayment is required in the following payments;

75% 6 months prior to the event,

Final balance 6 weeks prior to the event.

# Policy relating to Self Catering Events

The following points must be adhered to at all times for catering companies contracted at the Holiday Inn Newcastle Gosforth Park, whilst using the facilities for catering purposes.

Terms and Conditions for use of the Holiday Inn facilities will be forwarded to you and must be signed by the catering company and returned to the hotel at least 14 days prior to the event, signifying full acceptance. It is the responsibility of the client to ensure that this signed document has been returned. If not received, the hotel reserves the right to cancel the event.

The kitchen will be left in a clean and tidy condition. All surfaces, floors, equipment must be washed down with bactericide soap. All rubbish to be cleared from the banqueting suites, kitchen and bar areas and to be placed in bins at the rear of the hotel. Black bin bags are to be supplied by the caterer. If this is not adhered to a £500.00 fine will be incurred.

At all times, all facilities as hired remain under the management control of the hotel. All fire, health and safety regulations as laid down and issued by the hotel to the contractor must be adhered to.

The management at the hotel reserve the right to take action or issue directives whilst the caterer is on site. Any specific instructions must be adhered to at all times by the contractor.

All food served and handled by the caterer will be done so in accordance with all relevant food and health and safety regulations. The contractor at all times is subject to inspection by the Local Environmental Health Officer at the Holiday Inn Newcastle Gosforth Park. Smoking is not permitted in the hotel.

The hotel takes absolutely no responsibility for any foods brought onto the premises by the customer, or under any unforeseen circumstances where the guest may become ill due to food brought in.

The hotel reserves the right to terminate this agreement for any breach of contract whatsoever.