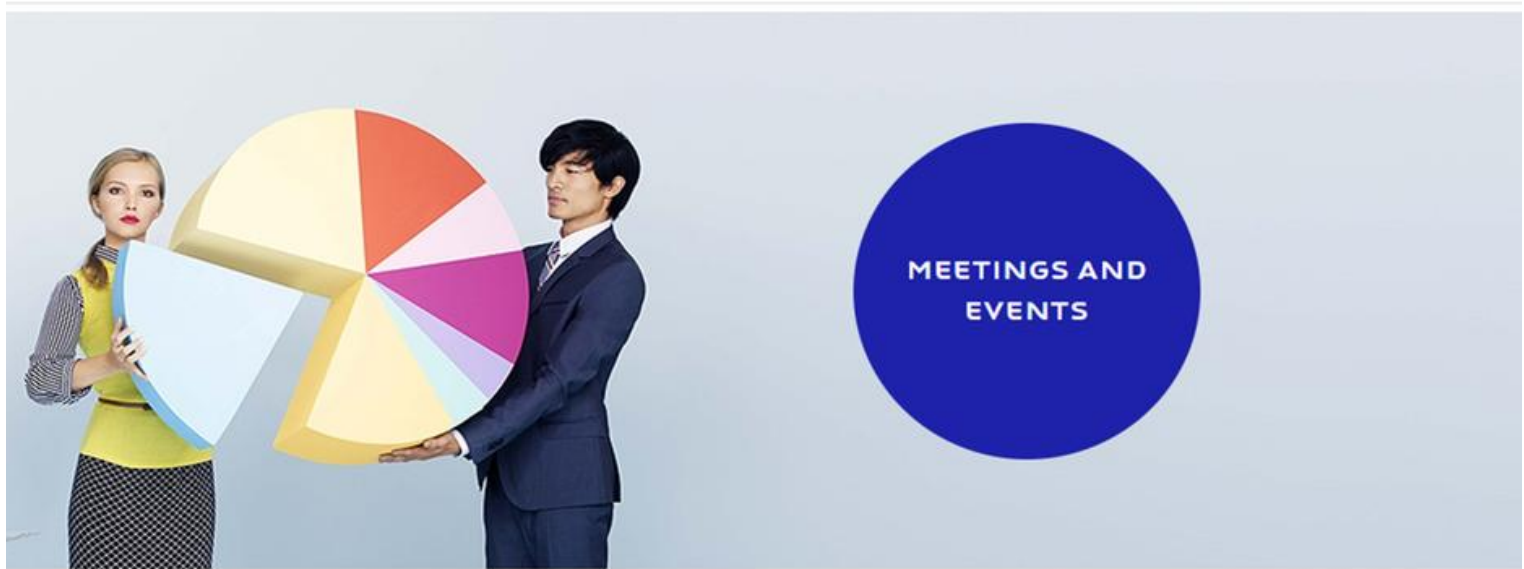




**NOVOTEL MANCHESTER
WEST
MEETINGS AND EVENTS**





MEET WITH SUCCESS AT NOVOTEL

Your success is our prime concern, so our team will organize your events according to your requirements: conference rooms with contemporary and modular design, ergonomic furniture, all the equipment you need, a tailored catering offer, and more.

Let our Meeting At Novotel experts guide you in organizing your seminars and business appointments.

MEETING ROOM DIMENSIONS AND CAPACITIES

All meeting rooms are air conditioned, have natural daylight, unobstructed views and opening windows.

Room hire and packages include:

Projector & Screen or 55 inch LCD TV*
 Flip chart and Markers
 Pads & Pencils
 Still & Sparkling water
 WIFI

**A size appropriate TV will be offered according to the room*

Room name	Length	Width	Height (m)	Floor Area (m)	Theatre style	U Shaped table	Boardroom table	Classroom tables	Round Banquet (Cabaret)	Round Banquet (Dinner)
Bridgwater Suite	22.5m	10m	3 mtrs	225sq.m	200	n/a	n/a	100	110	120 (100 with dance floor)
Edgerton, Gilbert or Brindley	10m	7.5m	3 mtrs	75sq.m	60	22	20	30	35	50
Stephenson	7m	7m	3 mtrs	49sq.m	40	18	16	24	30	50
Williams or Adamson	7m	3.5m	3 mtrs	22.5sq.m	20	n/a	12	12	n/a	n/a
Ellesmere	8.5m	3m	2 mtrs	25.5sq.m	20	n/a	14	12	n/a	n/a
Worsley	3.5m	3.5m	2 mtrs	12.25sq.m	10	n/a	8	5	n/a	n/a
Barton	5m	3m	3 mtrs	15sq.m	15	n/a	10	8	n/a	n/a



Room hire only charges

	9-5pm	1\2 day
Worsley	£95	£70
Barton	£115	£90
Williams, Adamson or Elsmere	£135	£100
Stephenson	£190	No reduction for ½ day
Egerton, Gilbert or Brindley	£335	£285
Egerton, Gilbert or Brindley	Evening rental £210 6pm - 11pm	

Individually Priced Refreshments

Tea, coffee & biscuits per person, per serving **£4.50**

or **£14.00** per person free flow all day

Tea, coffee & pastries per person per serving **£6.50**

Bacon/sausage/egg rolls, tea, coffee & biscuits per person **£8.00**

Sandwich Lunch - **£14.00** per person (*min. 10 delegates*)

Sandwiches & wraps (5 filling), chips, fruit bowl, Tea/coffee & biscuits, juice

Finger Buffet - **£22.50** per person (*min. 10 delegates*)

Sandwiches & wraps (4 fillings), 4 hot items, Mixed salad, Fruit bowl, Tea/coffee & biscuits, juice

A full 3 course Luncheon - **£33.00** per person (buffet style, min. 10 delegate)

Salads, soup, Main meat/fish/vegetarian with veg and potato, Desserts, fruit salad

Day delegate package includes: From **£41.00** per person

Minimum 10 delegate

Room hire with an LCD projector, screen (or LCD TV)

Flipchart & Markers

Note pads and pencils.

Arrival tea/coffee & biscuits

Mid morning tea/coffee & biscuits

Sandwich lunch

Afternoon tea/coffee & biscuits

Still & Sparkling water

Free WiFi and on site car parking.

Day delegate package upgrade:

Pastries **£2.00** per person per serving

Breakfast rolls **£3.50** per person per serving

Finger Buffet **£8.50** per person

3 Courses buffet lunch **£19.00** per person

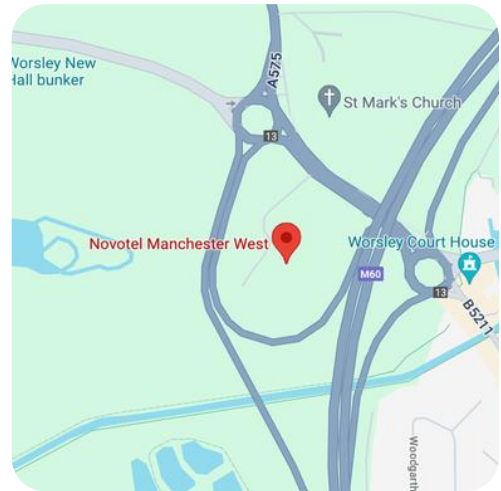
LOCATION. LOCATION. LOCATION

Novotel Manchester West

Worsley Brow, Worsley, Manchester
M28 2YA

h0907@accor.com

0161 729 0029 - Opt.2



Novotel Manchester West

Central North West England Location

By road

·On J13 of M60

By air

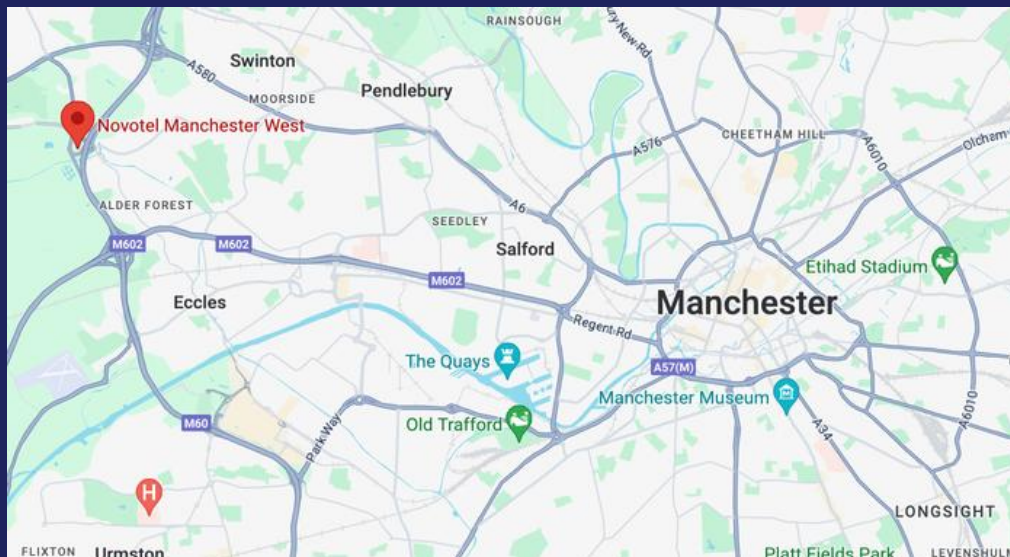
·Manchester Airport 13 miles

By Train

- Walkden station 1.5 miles
- Salford Crescent station 5 miles
- Manchester Piccadilly station 8 miles

By Bus

·No 33 from Manchester City centre





NOVOTE
MANCHESTER WEST

NOVOTEL MANCHESTER WEST

TERMS AND CONDITIONS

MEETINGS AND EVENTS

Novotel Manchester West - Terms and conditions

General Booking Conditions:

- 1) The client hereby agrees to accept full responsibility for all damage to the premises or the hotel, whether to decoration, carpeting, other fixtures and fittings or otherwise, which may occur or arise during the use and enjoyment of the premises by the client, its visitors, agents or servants. Such damage will be repaired (or cleaned or replaced, as appropriate) by and at the reasonable discretion of the hotel but at the sole cost of the client and will be promptly paid by the client at the hotel's first demand.
- 2) VAT is included at the current rate on the date of the agreement. Any change in the general rate of VAT will be reflected in a change in the rates referred to in the contract.
- 3) For events booked over 12 months in advance, the hotel reserves the right to change prices quoted, where it incurs increases from its suppliers that are unforeseen.
- 4) If for any reason accommodation of meeting rooms which have been guaranteed are not available at the hotel, the hotel will supply alternative accommodation/meeting space at another hotel of equal or superior quality. The hotel will pay the difference (if any) in the charge for the alternative accommodation/meeting space and the Clients agreed rate on the contract. The hotel will pay for and arrange transport to the alternative accommodation.
- 5) The client agrees not to store or place on the premises or in the hotel any flammable, combustible, or objectionable substance or liquid.
- 6) The client will make no claim for and the hotel will not be liable for any accident, loss or damage to any property of the client, its visitors, servants or agents or others. The client undertakes to be solely responsible for the safety of all property of its visitors, agents or servants, or others in and upon or about the premises and the hotel.
- 7) The client is responsible at all times for the safety and security of any items belonging to them and brought to the hotel and the hotel will not in any circumstances be liable to the client for any loss or damage to any such item howsoever arising.
- 8) Where the client is hiring electrical, computer, audio-visual or other equipment from the hotel, the client will remain responsible for this equipment throughout the period of their use and/or occupation of hotel facilities and beyond this unless a handover of the equipment is initiated by the client, and between the client and a responsible member of the hotels staff, prior to the clients departure from the hotel. In the event that items for a function are sourced through a third party, the client is liable for any loss or damage to these items. Any out sourced equipment must not interfere with smoke detectors, obstruct fire exits and comply with our health and safety policies. The client is liable for any fines and costs associated through unauthorised use of any equipment.
- 9) All plans and designs for any exhibitions, displays and bands that you propose to stage or present during your event shall be provided to and approved by the Hotel at least 7 days prior to your function. Approval for, and copies safety certificates for equipment out sourced other than the Hotels nominated suppliers, should be provided 7 days prior to the event. Cancellations for items booked through a third party supplier by us on your behalf can be accepted only in writing. Cancellations made within 30 days of the event are payable in full.

- 10) It is jointly agreed that the hotel has the right to remove and dispose of any goods or articles remaining on the premises after 7 days upon the expiry of the period of the clients use and/or occupation of hotel facilities without any liability whatsoever.
- 11) The hotel reserves the right to change the allocated meeting room with prior written notice to the client. In all such cases the alternative meeting room shall be of a size and quality appropriate to the number or guests attending and the type of use required by the client.
- 12) Any booking and details of it, cannot be guaranteed until a signed contract and any relevant deposit is received. The hotel reserves the right to cancel any booking without notice, where no signed contract accepting terms and conditions of business exist, or where deposit payments are not made within timeframes outlined in the contract.
- 13) The hotel's name and logo can only be published by the client if the hotel has given written permission to the client to do so.
- 14) Where a wedding ceremony is to take place, the client agrees to arrange payment & attendance of the registrar directly with Salford City council.

Catering:

- 1) It is jointly agreed that no food, beverages or alcoholic beverages may be brought into the hotel or the premises by the client, its visitors, agents or servants, or other persons for consumption upon the premises except by prior written agreement with the hotel and with the signing of an indemnity agreement produced by the hotel. If any guests are suspected and found breaching this, they will be asked to leave the premises immediately.
- 2) The client should confirm final numbers for catering and attendance 14 days prior to the event or on confirmation of the booking where the booking is made less than 14 days prior to the event.

Cancellation of an event:

NB. Changing an events date, is effectively cancelling the original date and making a new booking for a new date, therefore cancellation charges will apply.

- 1) For events where the minimum number is greater than 50 or the value of the reserved booking is greater than £1500, the following cancellation terms shall apply:
- (a) For cancellations made in writing more than 91 days prior to the date of the event there will be no cancellation charge, however the original deposit is non-refundable.
- (b) Cancellations made in writing and received by the hotel between 14 and 90 days prior to the date of the event are subject to a cancellation charge of 50% on all agreed rates and requirements.
- (c) Cancellations made in writing and received by the hotel between 0 and 14 days prior to the date of the event are subject to a cancellation charge of 100% on all agreed rates and requirements.

2) For events other than those referred to above (1) the following cancellation terms shall apply:

(a) For cancellations made in writing and received by the hotel more than 14 days prior to the event there will be no cancellation charge.

(b) Cancellations made in writing and received by the hotel within 2-14 days of the date of the event will be subject to a cancellation charge of 50% on all agreed rates and requirements.

(c) Cancellations made in writing and received by the hotel less than 48hrs before the event will be subject to a cancellation charge of 100% on all agreed rates and requirements.

3) Any reduction in attendees below the agreed minimum number identified on the contract will be charged as though it is a cancellation. Any reduction in the number of days of a booking will also be treated as a cancellation.

Payment Terms:

1) For events valued over £10000

(a) A deposit of 20% of the value of the booking is required to confirm a date. This is non-refundable under any circumstance.

(b) Unless a credit account is approved, payments for all events will be required in advance. 50% of the final estimated amount will be due 91 days prior to the event, with cleared funds received for the final account 14 days prior to the event.

2) For events valued at between £1500 and £10000

(a) A £500 deposit is required to confirm a date. This is non-refundable under any circumstance.

(b) Unless a credit account is approved, payments for all events will be required in advance. 50% of the final estimated amount will be due 91 days prior to the event, with cleared funds received for the final account 14 days prior to the event.

3) For events valued under £1500

(a) in the event of an approved credit account not being granted, a credit card guarantee will be required and may be pre-charged for the contracted amounts.

(b) full payment for the event must be made prior to departure; otherwise credit card guarantees will be utilised without the client's further agreement.

4) Any additional requirements subject to a charge will only be accepted during the event with a credit card guarantee, by cash payment or via the approved credit account.

5) Payment will only be accepted by cleared funds received by cheque at least 10 working days prior to the event.

6) Credit account applications are subject to the hotel acceptance and must be submitted at least 14 days prior to the date of the event. The hotel reserves the right to withdraw the approved credit facility

at any time without notice or explanation. Credit Terms are payment on receipt of invoice. Failure to issue payment within these terms may result in credit facilities being withdrawn.