



# EVENT GUIDELINES

Please find below a list of protocols to ensure that your event runs smoothly. No items, displays, stages, exhibitions or any other material or item are allowed to block any fire exit or signage.

The use of any combustible material is to be avoided. Any utilization must be communicated to the Catering Department Manager for approval before your event. Any materials that are to be applied to the walls must be fire retardant (evidence must be supplied).

Exhaust grills, air diffusers, and ventilation points must not be blocked.

Electrical loads over 13amp must be taken off from the Main Electrical Panel.

Electrical cables that are used from the Plug Bases must have proper Plug Tops and open ended cables will not be permitted. No wires or cables are allowed to block any entrance, exit or fire escape. All cables and wires that cross entrances and exits must be secured to the ground.

Any installed sound, lighting or audio-visual equipment should be serviced throughout by a qualified technician who is on standby during your event at your expense. Hotel technicians are not responsible for any installed equipment. If you choose to use only one sound system, we request that you inform us prior to the event. The hotel will not be responsible for sound system interference be that from any of our sound systems or outside contractors.

Hotel property is allowed to be removed without prior approval from the Catering Department Manager.

Hotel equipment and materials are not available for your use (ladders, tape, nails, cloth etc.). Availability of the hoist should be confirmed with the Maintenance Department. The hoist will only be released after completion of the engineering work. Misuse of the hoist will lead to the operations being halted completely and necessary action will be taken. Any damages to the hoist will be charged to the relevant company or the individual.

Prior to any work being carried out, the carpet must be covered. Displays using plants must have plastic laid on the ground to ensure the protection of the carpet.

No modifications are to be made to any surface that forms part of the hotel structure. No items of any shape or sort are allowed to be nailed into any surface of the hotel. Thumbtacks, cello tape or any stickers are not allowed on the ceiling, foyer and ballroom wallpaper or timber, anterooms or mirrored areas. The foyer area must not be blocked under any circumstance. Banners may be hung from available hooks, or thumbtacks may be used in the ballroom beading only. Ballroom chandeliers could not be covered with any decorative items.



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The placement and location of all candles must be approved by the Catering Department Manager to ensure that no damage will occur to carpets, furniture, fixtures or hotel property. All candles must be drip free. The candles used in the four corners of the Grand Ballroom should not be more than 8ft to 10 ft in height. A maximum of 8 candles can be used in the foyer and they should not be more than 5ft in height.

Organizers are liable for any loss or damage to the hotel property, whether through the organizer's actions or through the actions of their appointed sub-contractor, delegates or guests.

For all exhibitions and stage set-ups produced by outside contractors, plans must be approved by our Engineering Manager at least 30 days prior to the event. The outside contractors must liaise with our Engineering Manager in regards to delivery, set-up and breakdown. Applicable charges will be levied. You are kindly requested to advise all 3rd parties of the hotel policies.

## **GUIDELINES FOR FLORISTS / DECORATORS**

Florists should make their preparations outside the main function room designated area at the South Car Park.

Flower arrangements should be completed at least one hour before the event starts or half an hour if it is back to back.

All flower arrangements including the stands, plants, racks to be cleared immediately after the function.

There should be a person responsible or in-charge to see that the above things are carried out. Upon completion of the cleaning process, it is upon the florist to ensure that the venue remains free of any subsequent mess in anticipation of the upcoming event. To safeguard the carpet, a protective covering measuring no less than 10ft by 5ft is used when applying gold and silver dust on floral arrangements.

A protector, preferably a perspex sheet, is to be used on the floor when setting up candle stands. Do not spill melted wax on the carpet upon removal.

Florists are not allowed to use the guest toilet and must use the drivers toilet instead.

Workers should wear their respective company uniform.

The florist is responsible for clearing the Magul Poruwa and the Pol Mala at the venue.

Table decor could be brought in through the banquet entrance.

Shutter door will be opened on request of the florist any time before the event starts.

Should you need any assistance, Security Supervisors could be contacted at 077 3052517.

Do not place any kind of nails, hooks, thumb tacks, stickers or tape on the ballroom walls, partitions and ceiling.

Projections are not permitted on the side panels.

Stapling is strictly prohibited anywhere in the ballroom.

Prior permission should be obtained from the Maintenance Department in order to use any additional cables, binding wires, hooks etc. and they should be removed immediately after the event.