

## HIRE OF EMPRESS SUITE AND KITCHENS

THE EMPRESS SUITE seats up to a maximum of 550 guests with a stage and dance floor. We have our preferred suppliers if you wish to use outside caterers. You may bring in your own caterer subject to the hotel's approval.

2019/2020 PRICES (INC VAT)

£10,000 FOR A SATURDAY

£8,250 FOR A SUNDAY (EXC BANK HOLIDAY WEEKENDS)

January to December (Subject to availability)

THESE PRICES INCLUDE

- Hire of the Empress Suite and kitchens from 8.00am to 1.00am the following morning
- Up to 550 chairs, 55 banqueting tables
- Stage and dance floor
- Corkage via the caterer
- Bar facility
- 1 x complimentary Deluxe Sea View bedroom for the bride and groom on the night of the wedding
- 2 x day let changing rooms on the day of the function
- 1 x Event Manager on the day
- 2 x Kitchen Porters

Should additional equipment need to be hired, e.g. projectors, screens, AV equipment charges will apply.

The Grand Brighton waiting and bar staff will be charged at £10 per hour, if required by the caterer. There will be no Grand staff available on the day, unless they have been pre-booked and paid for either by the client or the caterer.

A full bar is available which can be operated on either a cash or account basis. The Grand will provide bar staff at the current rate if required. Alternatively, a free bar will be stocked and run by the caterer.

Any beverages left on hotel premises 48 hours following the function may incur a storage charge.

The Client will be responsible for any costs incurred from damage caused by the wedding party to the fixtures, fittings, carpets in the hotel function rooms, public areas and bedrooms.

The Caterer will be responsible for any costs incurred from damage to kitchen equipment.

A charge of £300 + VAT will be levied to the Caterer if the kitchens are not left in a clean and tidy state. This will be checked by the Event Manager on the day.



OUTSIDE CATERERS WEDDING PRICES  
HIRE OF EMPRESS SUITE AND KITCHENS  
CONTINUED

ADDITIONAL CHARGES

There are additional charges for:

- Hire of cutlery, crockery and glassware
- Hire of table linen
- Confetti use – clean up charge

Prices on application.

TO CONFIRM A BOOKING

- Written confirmation is required and a contract to be signed by the Client or by the Caterer on the Client's behalf.
- Health and safety disclaimers are to be signed by the Caterer.
- A deposit of £1000 is required on confirmation.

CONTACT

The Wedding Coordinator  
The Grand Brighton  
97–99 Kings Road  
Brighton, BN1 2FW

Telephone 01273 224 355  
Fax 01273 720 613  
Email [wedding@grandbrighton.co.uk](mailto:wedding@grandbrighton.co.uk)



# TERMS AND CONDITIONS

## 1. TERMS OF PAYMENT

A non-refundable deposit of £1,000 will be required to secure the booking. Further payment of all pre-booked items is required as follows:

6 months prior – 25% of the outstanding balance  
2 months prior – total outstanding balance

Any outstanding balance is to be settled prior to the day. A credit card number may be given in advance in order that the balance can be charged to the account.

Payment may be made by cheque, credit/debit card, direct bank transfer or cash.

### BANK DETAILS

Barclays Bank, 1 Churchill Place, London E14 5HP  
Sort Code: 20-00-00  
Account Number: 63585174

### ACCOUNT NAME

Brighton Grand Hotel Operations Ltd  
Company Registration No. 8935930  
VAT Registration No. 945674581  
Fax 01273 720 613

## 2. AMENDMENTS AND CANCELLATIONS

Cancellation of a confirmed booking must be in writing. A cancellation fee is payable to The Grand Brighton, calculated on the following basis:

PERIOD OF CANCELLATION NOTICE	CHARGE
6 months or longer	Loss of deposit
Between 2 and 6 calendar months	50% of the rates quoted
2 months and under	100% of the rates quoted

The hotel reserves the right to reallocate the room originally stated, should it be deemed necessary.

Final chargeable numbers will be required 3 weeks prior to the event – these are to be no less than 90% of original numbers.

Account bar charges will be required to be paid on departure.

## 3. MINIMUM NUMBERS

A minimum number of 20 guests are required in order to take advantage of the wedding packages.

## 4. EVENING CELEBRATIONS

Where an evening reception follows on from a daytime sit down meal with us, we ask that you cater for at least 80% of the evening guests with a buffet. Should you not wish to have a buffet, a room hire charge may be applicable.



TERMS AND CONDITIONS  
CONTINUED

5. DAMAGE TO PROPERTY, FIXTURE AND FITTINGS

The hotel will hold the Client responsible for any damage caused through negligence by the Client, the Client's guest or the Client's contractors. An inspection of the premises before and after the event may be requested by contacting the Guests Relations Manager. Details of insurance to cover this and cancellation liabilities are available on request.

6. DRESS CODE

The hotel operates an informal dress code but respectfully requests residents to refrain from wearing jeans, t-shirts, shorts and other similar garments when dining in the restaurant.

7. VAT AND SERVICE

VAT is included at the current rate but is subject to change without notice. We do not levy a service charge, but prefer to leave this to your discretion.

8. OUTSIDE CATERERS

The hotel's health and safety disclaimers must be signed by new caterers before a contract can be signed.

9. BEDROOMS

A preferential accommodation rate will be offered for bedrooms for wedding guests. These rooms will be reserved under a block code. Alternatively, guests may call the reservations line, or book online at the best available rate. Weekend summer bookings are subject to a two night stay policy.

10. CHECK IN TIMES

Check in time for accommodation is from 3.00pm. An early check in can be requested but is not guaranteed. Check out time is by 11am. Late check out can be requested until noon. Late check outs after noon are subject to a charge of £10 per hour.

11. CAR PARKING

Car Parking is provided on a first come first served basis for residents only\*. If there are a large number of guests requiring car parking, an arrangement can be made with the NCP next door at a special rate. Numbers will be required two months prior.

12. FIREWORKS AND CONFETTI

Please note that fireworks are not permitted on hotel premises. Confetti is permitted outside the hotel.

13. PRIVACY POLICY

We always treat your personal information with the utmost care and will never sell it on to other companies for marketing purposes. Our Privacy Policy is available to view on our website and provides full information on how we use and store data.

\*At a charge of £35 per 24 hours.