

Guidelines for use of ballroom/function rooms:

1. A complete list of the floor plan, specifications, equipment and electrical requirements are to be submitted to the Hotel for approval at least one week prior to the function date. See attached Materials Checklist that you should submit along with the signed copy of this guideline form.
2. Contractor/Engagers should comply with the Hotel's security measures during Ingress/Egress. Designated entrance and exit points as well as freight elevators shall be strictly implemented.
3. Early set-up is subject to ballroom/function room availability. Inform on set-up and dismantling must be coordinated with the Hotel Events Department for proper coordination with Hotel Engineering and Hotel Security.
4. Contractor/Engagers should come in proper and decent attire. No sleeveless shirts, Short pants, sloppy shirts, slippers, etc. are allowed.
5. Bringing in/consumption of food and beverage items that are not supplied by the Hotel is not allowed unless approved by the Hotel Management.
6. Props, decors, displays and other materials should be brought in pre-fabricated to minimize construction work within the Hotel premises. Appropriate protection for carpet and walls must be provided by the contractors/Engagers.
7. Strict guidelines are implemented in the use of function space facilities. The following are not allowed:
 - Use of staple wires, scotch tapes and double sided tapes in placing something on the wall.
 - Installing of metal scaffoldings without rubber footings or wooden base.
 - Using of metal tri-pod light stand without rubber footings or wooden base.
 - Plants, trees or garden set up without plastic base or support.
 - Using of sub-standard electrical wires or cable.
 - Wires and cable without covers.
 - Any type of fireworks.
 - Fire dance (inside the Ballroom and meeting rooms; if outdoor, approval to be referred to the Management)
 - Empty boxes of sound system equipment kept near the emergency exit doors and stairs
 - Wearing of slippers, short pants and sleeveless shirt
 - Smoking in all areas (except for the designated smoking area outside the building)
8. Butterfly release inside the ballroom/function room is prohibited. Events that will involve animals are subject to the Hotel Management's approval.
9. No carpentry, welding or painting shall be allowed unless otherwise approved by the Hotel's Engineering Department.
10. Flammable materials like balloons with hydrogen, fireworks, fire torches and the likes are strictly prohibited. Suppliers of helium balloons are required to present a safety certificate. Candle decorations should come along with protective under liners.
11. For lights/sounds and audio-visual equipment, the Contractor/Engager should ensure that the wiring and electrical connections are secured properly with provision of protective moldings. The Contractor/Engager is advised to bring black cloth material to cover the scaffolding of the speakers and/or other equipment and materials.

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- 12. Should there be any damages in any of the hotel property (i.e. carpet, chandelier, walls or in any area of the ballroom/function room), the Hotel reserves the right to bill the engager for cleaning, repair services or purchase of replacement for the damaged item/area/equipment.
- 13. The Hotel reserves the right to move any equipment (e.g. audio speakers) that may disrupt services operations or may endanger the safety of guests.
- 14. All materials installed by the Contractor/Engager shall be removed within one (1) hour right after the function or on the agreed time of dismantling. Security, Engineering and Food and Beverage Personnel should be present prior to commencement of egress to ensure supervision of hotel property and safety measures.
- 15. The Hotel shall not provide a storage area for the said materials. The Hotel has the right to dispose unclaimed items after twenty-four (24) hours.
- 16. Pursuant to Cebu City Ordinance, smoking and/or carrying a lighted cigarette in public area (including function rooms, hallways and restaurants) is strictly prohibited. The Ballroom/Function rooms with Balcony (outdoor) and the Events Plaza (outdoors venue) have been designated as smoking areas.
- 17. Loitering and sleeping within the Hotel premises are not allowed. Contractors are only permitted within the Hotel premises during set-up and set-down time only.
- 18. Please maintain one (1) meter distance from the wall, pillars and ceiling (safety clearance).
- 19. Ingress and Egress of all materials, equipment, decors, food and beverage supplies should pass through receiving area of the hotel.

CONFORME:

Signature over Printed Name _____

Name of Supplier/ Contractor _____

Name of Company/Events Agency _____

Name of Function _____

Date of Function _____

Telephone Number _____

Fax Number _____

Email Address _____

Kindly send signed copy of this Guideline form through Direct Fax at +63 32 4029986 or events.ceb@radisson.com along with the Materials Checklists prior to your Ingress/Event.

Thank you.