



**Holiday Inn Express London-Heathrow T5**  
London Road, Slough  
Berks, SL3 8QB.  
T. +44(0)1753 684001  
F. +44 (0)1753 685767  
E. [info@hiexheathrowt5.com](mailto:info@hiexheathrowt5.com)

## Where great meetings and events happen

The Holiday Inn Express London-Heathrow Terminal 5 is the ideal Heathrow business venue. Our team understands how important your event is and works to ensure that your ideas come to life and that you enjoy a truly successful occasion.

We have 7 versatile and air-conditioned rooms to provide the ideal setting for any event from a large reception, product launch or exhibition, to an intimate dinner. We offer a consistently high level of service and state-of-the-art equipment. Our rooms can cater for the specific needs of small to medium meetings and events with benefits such as:

- Dedicated support through your own meetings coordinator
- Wireless broadband and AV support
- Tea, coffee and mineral water throughout the entire day
- A flexible choice of food and beverages with our Express Meetings Menu options.
- Natural daylight in all rooms, with option of blackout if required.
- Ample onsite parking available



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## ALLinONE Meeting Packages

### Bronze Day Delegate Package: £25.00

- ✓ Meeting room hire
- ✓ Internet access for the meeting organiser
- ✓ Screen and flip chart
- ✓ Water, stationery and confectionery
- ✓ All day tea, coffee and biscuits
- ✓ Sandwiches, crisps and assorted fruit lunch
- ✓ A dedicated Holiday Inn Express Meeting coordinator to support you throughout the event

### All Inclusive Silver Day Delegate Package: £35.00

- ✓ Meeting room hire
- ✓ Internet access for the meeting organiser
- ✓ Screen and flip chart
- ✓ LCD Projector
- ✓ Water, stationery and confectionery
- ✓ All day tea, coffee and biscuits
- ✓ A dedicated Holiday Inn Express Meeting coordinator to support you throughout the event
- ✓ 2 course business or working lunch with jugs of iced-water
- ✓ Car parking

### All Inclusive Gold Day Delegate Package: £40.00

Includes all the Silver Day Delegate Package as above and:

- ✓ Breakfast from Express Start breakfast buffet and orange juice with lunch
- ✓ Or Conference business breakfast and orange juice with lunch

### 24 Hour Conference Package – Bronze £129.00, Silver £139.00

Bronze or Silver Day Delegate Package as above and:

- ✓ + Bedroom
- ✓ + Full Buffet Breakfast
- ✓ + Dinner (3 course Set Menu)

(Available for groups with a minimum of 10 delegates)



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## 24 Hour Inclusive Dinner Menu

(3-course sample menu)

### Starters

**Minestrone soup (v)**

or

**Caesar salad (v)**

Romaine lettuce and croutons dressed with parmesan cheese, lemon juice, olive oil and egg

or

**Chicken and Chorizo Skewers**

Chicken breast pieces marinated with a roasted red pepper & tomato pesto with chorizo sausage on a paddle skewer

### Mains

**Asparagus, Broad bean and Garlic Risotto (v)**

Risotto rice infused with Parmesan style cheese & roasted garlic sauce with asparagus and broad beans

or

**Salmon Supremes with lemon and dill dressing**

Served with saffron mash and seasonal vegetables

or

**Chicken Tikka Masala**

Served with Nan bread, boiled rice and mango chutney

or

**Spaghetti Bolognese**

Garnished with garden salad and served with garlic bread

### Dessert

**Black forest Gateau**

or

**Caramel cheesecake**

or

**Apple Plate Pie with ice cream**

Sweet pastry case with sliced Bramley apple filling, topped with sweet pastry lid

\*

**Coffee/tea**

(Minimum 10 pax)

Please choose one dish from each course.

V- vegetarian. Dishes may contain traces of nuts, gluten and other allergens.



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## Meeting Room Hire Rates

### Weekdays

	1	Crimson 1	Crimson 2	Crimson	5	6	7	8
<b>Full Day</b>	£135	£400	£375	£700	£375	£375	£135	£150
<b>Half Day</b>	£85	£250	£220	£400	£225	£225	£85	£90

### Weekends

	1	Crimson 1	Crimson 2	Crimson	5	6	7	8
<b>Full Day</b>	£115	£375	£350	£675	£350	£350	£115	£125
<b>Half Day</b>	£70	£225	£200	£375	£200	£200	£70	£80

**½ Day Times:-**  
 8.00am - 12.00noon  
 1.00pm – 5.00pm  
 6.00pm – 11.00pm

Hourly rates from £29.95 available 48 hours prior to event date, subject to availability.



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### Conference Business Services Tariff

Photocopying -	A4 Black and White	£0.15
Photocopying -	A4 Enlarging/Reducing	£0.20
Photocopying -	A3 Black and White	£0.25
Laminating		£1.50
Facsimile Outgoing –	First Sheet UK	£1.80
	Subsequent Sheets	£0.50
Facsimile Outgoing –	First Sheet International	£2.75
	Subsequent Sheets	£0.75
Wireless Internet		
1 Hour		£2.50
24 Hour		£10.00
Printing – A4 Sheet in Black and White		£0.15

**24 Hour Business Centre available for internet use and printing**

### Additional Equipment Charges

Additional equipment charges will apply if the room hire option is taken or if you require additional equipment outside of your agreed inclusive rate:

LCD Projector	£75.00
TV/Video	£40.00
DVD Player	£25.00
Flip charts	£10.00
Lectern	£25.00

\*All above rates are inclusive of VAT at the current rate.



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**Delegate Working Buffet Lunch Menu Items**

(Served in either the Meeting room or Restaurant)

Selection of assorted sandwiches and wraps (including vegetarian)  
3 x hot items  
(e.g. chicken or salmon brochettes, samosas, breaded mushroom etc)

Potato dish  
(e.g. chips, potato wedges, noisette potatoes)

Assorted Fruit

\*

**Business Lunch Buffet**

(Served only in the Restaurant - Minimum 10 pax)

Soup of the Day  
Meat dish  
Vegetarian option  
Potato dish to accompany  
2 x types of vegetables  
4 x salads with 2 x dressings  
3 x platters including a meat dish, smoked fish and tomato / mozzarella  
Assorted Fruit

\*

**Sandwich and crisp platter, fresh fruit**

A selection of assorted sandwiches in white or wholemeal bread,  
with wraps or rolls  
Crisps  
Assorted fruit



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## Terms & Conditions for Events:

### 1.0 DEFINITIONS

- 1.1 "Agreement" means the accepted proposal agreement, between Hotel and Client for a specific booking or a series of bookings (each an Event).
- 1.2 "Arrival" means the first day of the Event.
- 1.3 "Client" and "You" mean the organising body/company responsible for organising and payment of the Event.
- 1.4 "Contract" means these Terms and Conditions together with the Agreement,
- 1.5 "Event" means any type of booking that is using any area of the Hotels' event and public space, accommodation and facilities.
- 1.6 "Hotel" & "We" means the property for which the Contract is agreed.
- 1.7 "IHG" means InterContinental Hotels Group of companies.
- 1.8 "Total Number" is the sum of the highest guest numbers, for each day of the Event.

### 2.0 CONFIRMATION BY CLIENT

- 2.1 We reserve the right to release these facilities without further notice if confirmation is not received as further set out in the Agreement. If other enquiries are received for the same dates We may contact You earlier for confirmation, at the sole discretion of Hotel.
- 2.2 Once both Client and Hotel sign the Agreement, all provisions reserved on Your behalf will be confirmed and subject to this Contract.
- 2.3 The facilities contracted in the Agreement are for the exclusive use of Client and its subsidiaries, and resale of the facilities is not permitted without prior written consent from Hotel.

### 3.0 GUEST NUMBERS

- 3.1 The Agreement shall specify the 'anticipated number' of guests You expect to attend the Event and the 'minimum number' of guests Hotel will accept for the Event.
- 3.2 The 'final number' of guests attending the Event must be notified at least 7 working days prior to the Arrival date of the Event. Any changes after this time will only be accepted at the sole discretion of the Hotel.
- 3.3 The chargeable amount will be calculated according to the highest of either the 'minimum number' or the 'final number' of guests attending the Event.
- 3.4 The Client will advise the Hotel, accurate to within 10%, of the precise number of persons attending the function at any time up to 7 working days in advance of the function date. Where the function consists of more than one sitting (E.g. morning coffee break and lunch buffet) 'numbers' shall refer to guests expected to attend each sitting on a separate basis and not on a combined basis. Final numbers of persons are required at least ten full working days prior to the function. If more than the guaranteed minimum number attend the function the client will be charged according to the total number attending, but the hotel cannot be responsible for service to a number in excess of 10% above the guaranteed minimum number.  
If any dispute arises as to the number of those who attend the function the hotel shall determine the number and such determination shall be final and binding to the parties.
- 3.5 Where the booking includes bedroom accommodation, the full rooming list is required not less than fourteen days prior to the date of arrival.
- 3.6 The hotel reserves the right to release meeting space proportionally should the bedroom accommodation contracted reduce by more than 25%.
- 3.7 If the numbers referred to in (3.4) at any time up to 7 working days before the function date or the numbers actually attending represent a shortfall of more than 20% of the numbers stated, then the client will be liable to make payment for 80% of the total anticipated charges in respect of the shortfall in addition to payment for those actually attending.
- 3.8 For conferences, clause (3) (3.3) is suspended to the extent that where the contracted numbers of delegates attending is decreased less than seven days prior to the guaranteed function data, a cancellation fee equal to the first days 24 hour delegate rate will be payable in respect of all delegates who fail to attend or who cancel less than 7 days prior to the function.

### 4.0 EVENT DETAILS

- 4.1 The Hotel grants a licence to the Client to use the Hotel's premises strictly for the purpose of the Event as stated in the Agreement.
- 4.2 Any amendments to the arrangements as detailed in the Agreement shall be notified to the Hotel in writing at least 3 working days prior to the Arrival date of the Event. Any changes after this time will only be accepted at the sole discretion of the Hotel.
- 4.3a The Event space allocated is dependent on guest numbers. If either the 'anticipated or final numbers' drop below the 'minimum number', the Hotel reserves the right, in its sole discretion, to:
  - (i) change the Event space allocated; or
  - (ii) relocate the Event to an alternative venue; and/or
  - (iii) implement additional charges.
- 4.3b) If either the 'anticipated or final numbers' increase so that and in the Hotel's opinion the Event space allocated is too small to accommodate the increase of numbers, the Hotel is not obliged to accept the additional numbers. Hotel reserves the right, in its sole discretion, to either:
  - (i) cancel the confirmed Event and charge Client cancellation charges in accordance with Section 6 below; or
  - (ii) change the Event space allocated; or
  - (iii) relocate the Event to an alternative venue; or
  - (iv) renegotiate the Agreement in its entiretyShould Hotel exercise option (ii) and (iii) Hotel reserves the right to implement extra charges.
- 4.4 The Hotel reserves the right to change the Client's assigned event space for an appropriate alternative if the Hotel has, in its sole discretion, a reasonable operational reason for doing so. We will endeavour to give prior notice.
- 4.5 The Event shall start and finish at the time set out in the Agreement, failing which the Client shall be liable for additional charges.
- 4.6 The Client may not bring any food or drink into the Hotel for use during the Event, unless agreed, in writing, in advance with the Hotel. When agreed that such food and drink can be brought into the Hotel, additional disclaimers and charges will apply, at the sole discretion of the Hotel.
- 4.7 The Client shall pay the Hotel for any food, beverages and other services not provided for in the Event Agreement but made available on request of the Client during the Event.
- 4.9 Any special dietary requirements should be notified to the Hotel at least 3 working days prior to the Event
- 4.10 The Client will always comply with the statutory laws concerning licensing and entertainment provisions relevant to the Event.
- 4.11 For wedding Events the Hotel may apply additional terms & conditions which shall be incorporated within the Proposal Agreement. These additional Sections shall prevail and supersede Sections 6.6 and 9.4.



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**5.0 DELEGATE GUEST ROOMS**

- 5.1 Delegate guest room allocations, room types, rates and release dates (where appropriate) are set out in the Agreement.
- 5.2 Rooming lists must be received by Hotel, in writing, at least 7 days prior to the arrival date of the Event, unless specified as otherwise in the Agreement.
- 5.3 Any rooms guaranteed for arrival that fail to arrive will be charged 100% of the agreed rate and any subsequent night will be charged in accordance with Section 6 – unless Hotel has re-sold those rooms at an equivalent rate – this is at sole discretion of Hotel.
- 5.4 Delegates are required to provide credit card at check-in and shall be responsible for all discretionary room spends and all other expenses charged to the room whilst staying at the Hotel.

**6.0 CANCELLATION BY CLIENT**

- 6.1 If Client has to cancel or postpone a confirmed Event, or part of the Event (e.g.: a meal, accommodation, duration of the event or hire of event space) cancellation charges may apply in accordance with Section 6.5 and Section 6.7.
- 6.2 All cancellations must be received in writing (which can be in electronic form) from the Client and will take effect from the date of receipt by the Hotel.
- 6.3 All cancellation charges, as set out in the table below, will be based on guest numbers and rates contracted in the Agreement. If no specific rates are stated the prevailing rates for such services and/or products available at the Hotel will be applied. If no specific guest numbers are stated the charging will be based on the maximum guest numbers, theatre style, for the event space contracted.

Cancellation Period	Number of Guests confirmed or estimated:	
	up to 100	101-250
0 - 14 days (up to 2 weeks)	100%	100%
15 - 28 days (2 - 4 weeks)	75%	75%
29 - 56 days (4 - 8 weeks)	50%	50%
8 - 16 weeks	25%	25%
16 - 22 weeks	No charge	10%
22 - 26 weeks	No charge	No charge

- 6.4 All cancellations are ex-VAT.
- 6.5 Cancellation charges will apply according to the cancellation notice period given by You and will be based on the Total Number of guests attending the Event. Cancellation charges will be applied to each day of the Event and for all parts of the Event.
- 6.6 Following confirmation of an Event should Total Number of guests increase, so that a new applicable cancellation period becomes valid, then the new cancellation period will automatically supersede the previous. Should Total Number of guests decrease at any time following confirmation the cancellation period will not change even if a new cancellation period is applicable.
- 6.7 The Hotel will make reasonable efforts to re-let the Event and accommodation space cancelled. The Event or accommodation space cancelled will be classed as last let and therefore the Hotel will confirm definitive cancellation charges after the intended date of the Event. Hotel shall reduce your cancellation charges by an appropriate amount based on the value of any alternative business Hotel secured.
- 6.8 In addition to the Event cancellation charges due under this Section 6, Client shall reimburse Hotel for all expenditure incurred in respect of any cancelled booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the Event.

**7.0 CANCELLATION BY HOTEL**

- 7.1 Hotel may cancel the booking if (a) the booking may prejudice the reputation of the Hotel; or (b) Hotel becomes aware of any deterioration in the Client’s financial situation such that Hotel reasonably considers Client may not be in a position to fulfil its obligation under the terms of the Event Agreement; or (c) in accordance with Section 4.3(b) above.
- 7.2 Hotel may charge the event cancellation charges detailed in Section 6 in the event of any cancellation under this Section 7.

**8.0 CREDIT**

- 8.1 Credit facilities will only be made available on a hotel by hotel basis, subject to a satisfactory check on the Client’s current credit status. Credit facilities must be finalised at least 21 days prior to Arrival date. A credit application form is available on request from the Hotel.
- 8.2 The Hotel reserves the right to re-check the Client’s credit status at any time before the commencement of the Event and reserves the right to increase the amount of deposit and/or pre-payment, should there be a negative change in financial status. You expressly consent to the Hotel conducting any such checks.
- 8.3 On conclusion of the Event, or in the circumstances of a cancellation by the Client in accordance with Section 6.0, the outstanding balance is payable in full within 7 days of the date of the invoice. If payment is not received within the specified time, We reserve the right to charge 8% interest above the Barclays Bank PLC base rate on the outstanding amount or a rate of interest in line with Late Payment of Commercial Debts (Interest) Act 1998 as appropriate.





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## 9.0 DEPOSIT AND PRE-PAYMENT

9.1 A deposit request of 25% must be paid with the return of the signed Agreement.

If the Client has agreed sufficient credit facilities then deposit or pre-payment may be waived, at the sole discretion of the Hotel.

9.2 Pre payment plan:

(i) Credit Card

To pay by credit card, please complete a credit card application form, available on request from Hotel. Authorisation will be taken on the card for the full amount of the Event 3 days prior to Arrival. The credit card will be charged on departure and a receipt will be provided to the card holder.

(ii) Pre-payment

If no credit facilities or credit card details are available, full pre-payment will be required on the following schedule:

- Upon confirmation: 25% of total estimated Event value
- 90 calendar days prior to arrival: 50% of total estimated Event value
- 28 calendar days prior to arrival: Balance of total estimated Event value
- 7 calendar days prior to arrival: Balance of any additional items ordered

A credit card will be required to secure any additional items on the day

9.3 If the Event is to take place within 30 calendar days of booking, the full amount must be paid with the return of the signed Agreement.

9.4 Failure by Client fail to pay any such deposit or pre payment within 7 days of the due date, the Hotel may treat the booking as cancelled by the Client.

## 10.0 INSURANCE

10.1 Client at Client's own cost and expense, shall obtain and maintain, in full force and effect during this Agreement public liability insurance and third party liability insurance.

10.2 The limit shall be not less than £5,000,000 (five million pounds sterling) per occurrence.

## 11.0 GENERAL

11.1 The Hotel shall not be liable for any loss or damage to property of the Client (or any of its attendees or guests). Subject to Section 11.4 in no circumstances shall IHG and/or Hotel be liable to You in respect of any indirect or consequential losses or any loss of profits howsoever arising.

11.2 Delegates, attendees and guests shall not enter areas of the Hotel which are indicated as being closed to the public, the Hotel shall not be responsible for death, personal injury or loss or damage to property suffered by a delegate attendee or guest in such areas except as set out in Section 11.4.

11.3 Neither party shall be liable to the other party for (i) any failure or delay in performing any of its obligation under this Agreement; or (ii) in the case of the Hotel, liable to a delegate attendee or guest for any loss or damage to property, if the failure or delay was due to any cause beyond its reasonable control, including (without limitation) terrorist activity (threatened or actual) or potential for terrorist activity (as determined by the Hotel in its sole discretion) whether within the proximity of the Hotel, misconduct or negligence of an attendee, guest or external third party, war or threat of war, civil or political action or disturbance, riot, natural disaster, fire, epidemic, military activity, governmental or regulatory action, industrial dispute, act of God, failure of power or machinery, failure of or interruption in externally provided services and utilities, and all similar events outside the unaffected party's control.

11.4 For the avoidance of doubt, the Hotel does not exclude its liability for death or personal injury, to the extent any exclusion is not permitted by law, caused by the Hotel's negligence.

11.5 The Hotel may instruct qualified subcontractors to carry out any work on its behalf and in such circumstances use its reasonable efforts to procure that such subcontractor(s) meet applicable statutory legal requirements.

11.6 For the avoidance of doubt all delegates, attendees and guests at the Hotel must comply with the Hotels standards Terms & Conditions of use whilst on the Hotels premises. The Hotel reserves the right to refuse (in its absolute discretion) entry to any person. .

11.7 The Client shall at all times use its best efforts to ensure that:

- a) delegates and all other attendees (including Clients agents and/or sub-contractors) do not cause any property damage in the relevant Event space and other area of the Hotel; and
- b) the conduct of: (i) Client (including Clients agents and/or sub-contractors); and/or (ii) any entertainers hired by or on behalf of Client or Guests; and/or (iii) Guests, during the period of the Event is 'appropriate'. Any statement or conduct that (in the Hotel's absolute discretion) is defamatory, racist, likely to cause or stir any threatening behaviour or may bring the Hotel and/or IHG's name into disrepute shall deemed as not 'appropriate.'

11.8 The Client shall at all times be liable for indemnify and hold harmless the Hotel (together with its employees, servants and agents) from and against any and all claims, liability, loss, damages, fines, costs, legal costs, professional and other expenses of any nature whatsoever incurred or suffered by the Hotel arising out of or in connection with:

- a) any property damage suffered by Hotel in the Event space used by Client;
- b) the acts or omissions of (i) Client (including its agents and/or sub-contractors); (ii) any entertainers hired by or on behalf of the Client or the Guests; and/or (iii) Guests, including without limitation any statement or conduct that (in the Hotel's absolute discretion) is defamatory, racist, likely to cause or stir any threatening behaviour or may bring the Hotel and/or IHG's name into disrepute.

11.9 After 23.00 hrs the music at the venue must be lowered to a volume acceptable to the hotel. If this is not kept then the Hotel reserves the right to inform the Event organiser to switch off the music completely. All DJs need to visit the Hotel prior to the event to be advised where to plug equipment in. Please note we have a sound limits on site and the maximum the music can go up to is (100 decibels), with prior agreement.

11.10 This Agreement shall be governed by and construed in all respects in accordance with the laws of United Kingdom and the parties hereby submit to the exclusive jurisdiction of the United Kingdom Courts.

**I agree to be bound by the above written terms and conditions.**

**Signed..... Name Print..... Date.....**