



# BANQUETING & PRIVATE DINING AGENCY BRIEFING

## INTRODUCTION:

As of 1st December 2013 the House of Commons Catering Services were granted permission to hold third party events without the need for an M.P. or Peer sponsorship.

## AVAILABILITY:

Our venues are only available on non-sitting Friday's, Saturdays and during recess periods. The recess dates for 2014 are as follows: [www.parliament.uk/about/faqs/house-of-commons-faqs/business-faq-page/recess-dates/](http://www.parliament.uk/about/faqs/house-of-commons-faqs/business-faq-page/recess-dates/)

In the event that House business is unexpectedly rescheduled or the House is recalled during a recess period it may be necessary to move your event to an alternative date. Should you wish to hold a function when the House is in session then sponsorship from an M.P. or Peer would be required.

## CAPACITIES:

We have a total of 10 venues available for hire from beautifully ornate dining rooms, to a purpose built marquee and conferencing facilities. These venues range in capacity from 10 – 170 for a seated event or 15 to 300 for a standing function.

## ROOM RATES AND MINIMUM CATERING SPENDS:

As well as individual room hire charges there are also guaranteed minimum catering spends that vary depending on the time of day that you are booking. Whilst our menu prices already include VAT, service charge is applicable at 12.5%.

## PROVISIONAL HOLDS:

To make a provisional booking we require the following information:


1. Agency name and address, including the individual contact's name, email address and telephone number
2. Date and Time that you wish to book
3. Brief details about the nature of the event
4. Details of your 3rd party client

## SITE VISITS AND SECURITY:

We would be delighted to arrange site visits of the event spaces and usually suggest attendance between 10:00 – 11:30am subject to the availability of the rooms.

To ensure that Parliament remains a safe and accessible place for those who work within and visit, we have implemented a number of security measures.

Please contact your events co-ordinator to arrange access and allow between 20 - 45 minutes, dependent on the time of day, to pass through the airport style security checks. As the HOC is a working building, it can often be challenging to accommodate multiple site visits.



JANUARY 2014							FEBRUARY 2014							MARCH 2014						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
																			31	

APRIL 2014							MAY 2014							JUNE 2014						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

JULY 2014							AUGUST 2014							SEPTEMBER 2014						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER 2014							NOVEMBER 2014							DECEMBER 2014						
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5						1	2							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

SITTING TIMES		NOTES	
MON	2.30 – 10pm	The date of the Queen's Speech and provision of PMB Fridays in the 2014-2015 session will be announced in due course. The dates of periodic adjournments are normally decided by the House on the basis of a motion tabled by the Leader of the House. <b>Please note that all dates are provisional and are subject to the progress of the business.</b>	
TUE	11.30am – 7pm		
WED	11.30am – 7pm		
THU	9.30am – 5pm		
FRI	9.30am – 2.30pm		
Normally followed by half hour adjournment debate.			

\*Sitting days are highlighted in orange

## **APPROVAL PROCESS**

All bookings made by third parties are subject to approval by the House Administration Committee and Serjeant at Arms Office. This includes a full biography of the company, supported with a proposed agenda. We must be in possession of a completed enquiry form to be able to formally request approval from the Committee. Please clearly state who you anticipate the contract and invoices being issued to. Please note that it will take a minimum of two working days to process your application and further requests for information may be made by the Committee.

## **ISSUING CONTRACTS**

A formal contract and deposit invoice will only be issued to the requested party once approval has been granted by the House Administration Committee.

## **INVOICES**

Payment of deposit invoices are required 5 working days from the date that the contract was issued. Pre-payment of the room hire, minimum catering spend and weekend labour supplement (if applicable) will be requested 8 weeks before your event.

The pre-payment invoice should be settled at least 6 weeks prior to the date of the function. Any additional items ordered after this time or during the event will be itemised on the final invoice including 12.5% service charge on food and beverage spend. Payment should be received within 5 working days of the event.

## **COMMISSIONABLE RATE**

The House of Commons offers 8% commission on the net amount of room hire only.

## **PAYMENT OF COMMISSION**

Please complete and return a New Supplier form to the Banqueting and Events Team so you can be set up as a supplier. Once final payment for the event has been received and the account is closed, it is the agency's responsibility to forward the invoice for the commissionable rate within a month of the date of the event to **hocbanqueting@parliament.uk**.

The agency will be set up as a supplier and a Purchase Order number will be obtained. Please ensure that the purchase order number is added to the invoice and this is forwarded to Accounts Payable directly at **accountspayable@parliament.uk**, copying in **hocbanqueting@parliament.uk**.

The invoice will be processed within 30 calendar days.