

Terms and Conditions for outside Contractors

1. House Rules

- A. Once within the hotel premises, all contractors must be properly attired at all times.
- B. Smoking and drinking of alcohol is strictly PROHIBITED in ballroom / pre-function area unless with instruction of a designated area from hotel.
- C. Eating is only allowed in pre-assigned areas.
- D. All contractors must use staff washroom.
- E. The Contractor is also to take all H&S necessary precautionary measures to the satisfaction of the Intercontinental Cairo City Stars during the entire working period, so as not to cause any inconvenience, obstruction, disruption or interruption to any of the other activities in progress at the hotel.
- F. Intercontinental Cairo City Stars holds no responsibility for personal items which are damaged or lost prior to, during or following a function, Personal insurance coverage for valuables should be arranged by the Patrons/outside contractors.
- G. Intercontinental Cairo City Stars holds no responsibility for contractors/ event organizers/ event workers incidents caused by not following the hotel Safety Procedures during or following or after the event.

2. Inspections prior to and after work by contractors

- A. It is the contractors' responsibility to report/highlight any areas which have been damaged prior to their work at the Intercontinental Cairo City Stars, A joint inspection between the contractor and hotel representatives will be conducted prior to and after work by the contractor.
- B. Should there be any stain or damage to the carpet, furniture and wall panels during the set-up process, contractors are responsible for immediate reporting, rectification and compensation to the hotel.
- C. If work is to be done on white marble staircase and its brass handrails, contractors must contact Hotel Health and Safety team after getting back to the sales manager handling the event for approval of decoration method.
- D. Patrons/outside contractors are responsible for any damage to Intercontinental Cairo City Stars incurred by themselves or their guests. The Patrons/ Outside Contractors Must reimburse the hotel for damages and/ or the consequent loss of business resulting from the damages.
- E. The contractor is responsible for the proper reinstatement of all working areas (guest and back of house) to their original condition at its own expense to the satisfaction of Intercontinental Cairo City stars. Any reinstatement works must be completed within the specified completion time.

3. Fire Life and Safety Requirements

- A. The Outside Contractor is responsible for the safety of their own workmen and for taking all necessary safety precautions to protect the work, scaffolding, equipment, materials, etc. under control and to prevent any person from being accidentally harmed as a result of the work in progress.
- B. All Displays or exhibits, if any, must conform to the Egyptian fire ordinance rules. The Intercontinental Cairo City Stars will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, or tape of any kind unless approval is given by the hotel in writing. If this is done without the authorization and damage is suffered, the cost of repair/ or replacement will be billed to the patron/outside contractors as well as the consequent loss of business resulting from this damage.
- C. All Flammable materials must have 2 coats of fire retardant material applied, and Fire life and Safety certificate issued.
- D. A draft plan of the event layout with setup details is to be provided 15 days prior to the event to ensure that the proposed structures do not contravene Fire & Safety regulations. The Plan when received will be acknowledged by the hotel Safety and Security Manager; and Adherence to the plan must be ensured on the date of the event. (this includes events selling to other vendors).
- E. No Existing hoist points or rigging points may be used without the prior permission from Intercontinental Cairo City Stars, Rigging work is confirmed to the existing hoist points or rigging points. The use of any other structure or fixture for rigging is absolutely prohibited. All rigging work must be inspected and certified by a professional surveyor and certificate of survey issued. Should the contractor fail to abide by the above, the hotel will have the right to require the contractor to immediately remove the rigging.
- F. Cable laid on the floor must be properly covered and protected and shall not be laid on the floor in such a manner as to obstruct fire exits, access, etc. Electrical wiring for special lighting effects or any other appliances or decoration, must be carried out in accordance with Local regulations and in conjunction with hotel engineering department's requirement.
- G. The Contractor is responsible for the proper functioning and good workmanship of the installation works and equipment being used. If any of the installation works or equipment are found unsatisfactory, the stand de decorator must carry out correction, adjustment or replacement of equipment immediately and at own expense.
- H. The outside contractor should ensure that no obstruction is caused to any part of Intercontinental Cairo City Stars, Especially fire exits, staircases, corridors and passageways at any time, Exit doors should not be held open with wedges or heavy objects.
- I. Any electric appliances / equipment used for the purpose of installing or removing setup will be removed immediately by H&S team if they don't meet with hotel and local safety requirement.

4. Entry into / Leaving the Hotel

- A. All outside contractors will only be allowed restricted access out/ in of the hotel (namely service entrances or lifts). Using the hotel lobby for out / in purposes is prohibited, loading areas should be used instead and all equipments entering the hotel to be documented by Security team member at gate and witnessed by banquet team member handling the loading.
- B. The person in-charge (PIC) of the contractors must provide a list of all materials, equipment and decorative items brought into the hotel to the security checkpoint where it will be accurately recorded in the security logbook. The Security department will conduct random inspections of items brought in and leaving the hotel from ballroom functions. Contractor's full cooperation is required with these inspections.
- C. The Person in-charge of the contractors will report to the security office upon arrival and provide the hotel security department with the following information:
 - i. Person in-charge; Name, EGY ID Number, Company name, Contract Number.
 - ii. Name of function
 - iii. Venue of function
 - iv. List of material, equipment to be brought in (quantity, types and model numbers where appropriate)
 - v. Numbers of contractors responsible for set-up and removal.
- D. The person in-charge will be responsible to collect contractor visitor permits for his staff from security, to ensure that the passes are worn at all times when in the hotel and to collect and return passes to the security office once the work is completed. In the event that it may be required the person in-charge will provide further details of his staff to the security department.
- E. Contractor's passes will be issued to the person in-charge when hotel security is satisfied with the information provided.
- F. Any contractors without a contractor's pass will NOT be allowed in or out of the hotel premises.
- G. When the work is completed, the stand decorator must collect all tools, equipment, etc and remove all debris and, clean and tidy up the area to ensure that is in good condition without causing inconvenience or obstruction to any of the hotel and ballroom activities.
- H. The Contractor is responsible to ensure all items (miscellaneous setup, garbage or waste) removed from the hotel and all ballrooms properly; failure to comply will result in a fine of L.E. 3,000 net levy.
- I. Items may be cross-checked by security to verify against entry list provided by the person in-charge; any items not previously recorded will not be allowed to be taken out of the hotel premises.
- J. All visitors' passes must be surrendered before departure by all outside contractors.
- K. All Flowers, Scaffolding, display, equipment, materials, etc. have to be removed from the hotel premises and ballrooms, or else, a handling charge minimum of L.E. 3,000 net will be applied.

5. Amendments

A. The hotel reserved all rights to amend the above policies without prior notice

SIGNED _____

COMPANY: _____

DATE: _____

DATE: _____

VALID TO: _____

CHOPS: _____

Rules for ballroom decoration

1. No decoration is allowed on handrail except fabric and flowers, Hotel will provide protection on handrail prior to usage of fabric material hung on handrail. No tape, wire, staple or pin is allowed to place on handrail directly.
2. When placing tall vases along the staircase, please use fishing line to hold it and tie it to the metal under handrail in order to stabilize the vases
3. When using candle decoration or large wattage spotlights, all fabric nearby must be fireproof. Installation must be under direct supervision of H&S team.
4. All Candles should be placed in glass holders higher than the flame and with water inside.
5. All display must be placed within the borderline on both sides of the staircase.
6. Under Liner is required for all display along the staircase, including ladder used for set-up on staircase landing area
7. No Sticker, tape or any kind, carpet, nails or staples should be affixed on the walls, staircase, carpet or ceilings.
8. NO Carpentry at the hotel unless necessary, Plastic or cloth protection must be placed on the carpet before commencement of the job.
9. Clients or contractors have to dismantle and remove all decoration and garbage from the hotel premises or loading bay upon the end of the event.
10. All fire Exits must be cleared from any obstacle at all time.
11. All Exit signs must be visible and cleared from any obstacles at all time.
12. Layout decoration must be submitted for hotel's approval at least **15 days** in advance.

If clients or contractors fail to apply any of the above rules, Hotel reserves the right for any legal action and to stop the work immediately. Contractors have to inform their clients by themselves.

Information Required from Outside Contractors

Name of person in-charge: _____

ID Number: _____

Contact telephone number (mobile): _____

Company Name: _____

Title and Venue of Function: _____

Number of Staff responsible for set-up / removal for event (to receive contractor visitor permits): _____

Notes:-

- Please note the person in-charge (PIC) is responsible to register this information to the security office before entering the hotel to commence set-up. Contractor visitor passes will be issued at time of registration and the PIC is responsible to collect and return to the security office upon works completion at set-up and take down separately.
- PIC will ensure that their staff are issued and wear the contractor visitor pass at all times in the hotel premises. Failure to display a pass may result in removal from the hotel premises.
- PIC may be required to facilitate hotel security to check all items brought into the hotel on event set-up and / or leaving hotel on event take down.
- The Hotel Health and Safety operators are available daily 24 hours at phone ext: 2933