

RULES & REGULATIONS FOR CATERERS

1. Arrangement of banquet area and all equipment must be prepared by the Caterer or Organizer.
2. The confirmed list of food items & beverages with alcohol & non-alcohol must be verified by the Customer Services Department at least seven (7) days prior to the move-in day.
3. Catering service staff must wear a proper uniform. (Female: strictly wear a hair in bun with net, knee length dress or skirt only / Male: strictly shave off a mustache and beard, stylist business casual) and perform in appropriate manners.
4. If Liquefied Petroleum Gas (LPG), hot oil or electrical appliances is needed to use in the event area, these equipment must be approved by the Customer Services Department at least fourteen (14) days prior to the event date. In addition, the fireman must be hired from Paragon Hall at the Organizer's expense.
5. Allowed Liquefied Petroleum Gas (LPG) in the service area must have weight not over 15 kilograms with properly safety valve. Moreover, the Liquefied Petroleum Gas (LPG) which not be using at that time must not be placed in the same area.
6. Liquefied Petroleum Gas (LPG) with safety valve is allowed to be used at the pantry only.
7. Only electrical appliances or hot oil is allowed in the event area.
8. Electricity and lighting wiring for cooking are prepared by the caterer. If need Paragon Hall to provide the installation, Organizer will be responsible for the additional charge and must inform the Paragon Hall at least three (3) days prior to the event date.
9. Moving, Installation or Dismantling of Paragon Hall's tables, chairs and chair cover are responsible to the Caterer and must return to Paragon Hall with original condition at the end of the events.
10. Any damages incurred in the service area such as event area, pantry, preparation area, table utensils, chair and all of Paragon Hall 's assets will be charged from the Caterer or Organizer with the damage estimation from Paragon Hall.
11. The Organizer or Caterer must clean up the food & beverage service area such as pantry, preparation area, kitchen, table utensils and return the service area and all equipment properly.
12. If the Organizer brings in its own food and beverage services, after the event is over, the Food and Beverage Provider needs to clean the chair covers before returning to Paragon Hall.
13. Selling of alcoholic beverages***: a permit can be obtained from the Excise Department, and a permission is granted by Pathum Wan Metropolitan Police Station, and Pathum Wan District Office.

*** selling = to sell, give away, distribute, exchange

If the Caterer intends to sell, advertise and/or organize the public relations for any alcoholic beverage within the Service Area, the Caterer shall be solely liable to request for a permission/license to sell an alcoholic beverage from the competent government authority, provided that: (i) such permission/license shall be duly and completely obtained prior to the sale of alcoholic beverage within the Service Area; and (ii) the Caterer shall immediately provide the copy of such permission/license with certification of true copy by the Caterer's authorized representative to the Service Provider upon duly receipt of such permission/license or upon request by Paragon Hall for being kept by Paragon Hall as an evidence. In selling, advertising and/or organizing the public relations for any alcoholic beverage within the Service Area, the Caterer shall be solely liable to take all relevant steps in accordance with, and to strictly comply with all terms and conditions of Alcoholic Beverage Control Act B.E. 2551 (2008) including other relevant laws, rule and/or regulation being effective during the Service Period.

In addition, the Caterer agrees to be solely liable for all losses and damages including those suffered or incurred by Paragon Hall, whether directly or indirectly, arising out of or in connection with any failure of the Caterer to fully comply with the foregoing paragraph.

14. In the situation that conflagration occurred from any incidents in the event venue, the Organizer or Caterer will be immediately imposed a fine at **Baht 200,000.00**.
15. If ice service is required in a Banquet, the Food and Beverage Provider must order the ice service from Paragon Hall only.
16. Except for some certain circumstances, Paragon Hall will especially consider them case by case.

Acknowledged by

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Event Name.....

Event Date

Organizer Name

Contact Person

Telephone No.....

Signature