



**EVENT MANAGERS AND STAGE DECORATORS RECOMMENDED BY LULU ICC, THRISSUR**  
(Firm, Contact Person and Contact Numbers listed in ascending alphabetical order)

1. Atham Events and Wedding Hub	Mr. Rajeesh R.	0487 65 33 686	+91 99 61 333 686
2. Daksh Management Solutions	Mr. Dhishan Chandran	+91 99 95 983 687	+91 97 47 407 702
3. Devi Decorations	Mr. Subash Chandran	0487 23 62 509	+91 99 95 400 005
4. Dreams Florists and Decorators	Mr. Anumoudh V.	+91 93 87 100 699	+91 95 62 100 699
5. Executive Events	Mr. Raju Kannampuzha	+91 99 47 058 123	+91 98 46 186 813
6. Oscar Event Management	Mr. Janeesh P.S.	+91 97 44 738 251	+91 94 47 301 366
7. Snehadeepam Stage and Events	Mr. Clement P.K.	+91 98 46 179 869	+91 85 89 079 869
8. XES Event Management Pvt. Ltd.	Mr. Jaison J.	+91 93 88 888 149	+91 98 47 910 121

**TERMS AND CONDITIONS FOR EVENT MANAGERS AND STAGE DECORATORS**

- Event Managers to pay a refundable security deposit of ₹50,000/- (by cash only) before bringing in their set up / decoration materials to Lulu ICC premises. Security deposit will be refunded on completion of dismantling and clearing of all materials used for set up / decoration in Lulu ICC premises within the stipulated time and without any damages.
- Event Managers are not allowed to do self branding anywhere inside Lulu ICC premises.
- Lulu ICC will hand over its premises from 12:00 midnight for lunch functions and from 04:00 pm onwards for evening functions or on a mutually agreed time and date for each and every function. Event Manager shall return the premises intact. Clearance of Halls to be completed within half an hour of the function conclusion i.e. before 04:00 pm for lunch function and 11:00 pm for dinner functions.
- Event Manager will be held responsible for any and all damages caused to Lulu ICC by Event Manager agents or employees. Event Manager hereby agrees to make good of all damages if any, on the premises in connection with the program or activity arranged by the Event Manager.
- Event Manager is liable to obtain all licences and permissions from local governing bodies or other specified statutory authorities, required for the program or activities arranged by them.
- Event Manager will be liable for all legal disputes arising in connection with the programs or functions arranged by the Event Manager.
- Event Manager is liable for all taxes imposed by the statutory authorities under any law enacted or to be enacted by the central, state or local Government bodies.
- In the Grand Lulu Hall, the stage area provided for stage setup shall be of dimension 60 Ft X 20 Ft. This is to facilitate speedy completion of stage setup for the dinner function by doing the stage setup for the dinner function in advance behind the lunch function stage.
- Flowers, flex, lights, fittings, standees, danglers, fliers, banners, stalls, tents and other set up / decoration materials used has to be dismantled and cleared by the concerned event manager itself. Set up / decoration leftover materials / garbage must be taken out of Lulu ICC premises by the Event Manager.
- Nails, tacks, screws or other fasteners, adhesive tapes, adhesives, stapler shots cannot be used on the walls, woodwork or floor of the building.
- Nailing not permitted for securing standees, rope lights on the road or roadside pavement. Any violation of the above by the employees or other agents deployed by the Event Manager will attract a fine of Rs. 5000/-.
- Setup to be planned in such a way that it doesn't block the line of vision of CCTV cameras and door sensors installed in Lulu ICC premises.
- If temporary stage, platform, stands, side wall covering, stalls, tents etc has to be erected from floor, a carpet has to be laid on the floor to ensure complete protection of the floor.
- For our guest's safety, gasoline, crackers or other flammable or explosive substances will not be permitted inside Lulu premises.
- Ensure electrical installations are not compromised so that it will not be detrimental to the safe keep of the property and human lives. Quality equipments coupled with a high degree of supervision from the Event Managers has to be ensured. Naked wires without proper insulation or plugs shall not be permitted. Wiring if any on floor or wall has to be well protected and not within the reach of the guests.
- Only acoustic generators are allowed for the functions and license from Electrical Inspectorate to be procured for the same.
- Cakes or any Food and Beverages brought from outside are not allowed inside the Lulu ICC premises.
- Confetti is not allowed inside the hall. For confetti used outside the halls, cleaning charges of premises will be levied as extra @ 500/- per confetti used.
- Any animal including pets are not permitted inside Lulu ICC premises.
- Event Managers has to conduct a coordination meeting with the hotel authorities in the presence of the host. In the absence of such a meeting, the hotel authorities reserve the right to change / modify the locations of set up / decoration props.
- Only 1000 watts of KSEB power will be provided by Lulu ICC for the photographers. Additional power if required will have to be procured by the guest.
- Security check is compulsory while loading materials that have to be taken out of Lulu ICC premises.
- Hostesses, employees or other agents deployed by the Event Manager must be briefed on the general decorum to be maintained within the premises and while using guest wash rooms / areas. They will not be allowed to leave behind their personal belongings / plastic bags etc. in the wash rooms.
- Responsibility for the safety and security of workers brought by the Event Manager lies with the Event Manager.
- At any point, should Lulu ICC staff notice any deviation from the above mentioned terms and conditions or any activities compromising the safe keep of the property or any installation detrimental to the safety of human lives, Lulu ICC will be at liberty to intervene and if required, suspend or stop the work without notice till such time the concerned Event Manager takes corrective measures.

**OTHER IN-HOUSE FACILITIES**

LCD Projection 5000 Lumens (Grand Lulu Hall)	₹ 5000/-	LCD Projection 2000 Lumens	₹ 2500/-
Plasma TV (Parallel display in the halls)	₹ 2500/-	Mike	₹ 500/-
Nilavilakku whole set including Kaivilakku	₹ 1000/-	Chair Cover	₹ 30/-



**TERMS AND CONDITIONS FOR GUESTS**

- 1. Food and Beverages brought from outside are not allowed inside Lulu ICC premises.
- 2. One representative must be appointed by the host for ensuring exact count of plates prior to the function. Management will place the number of plates as per the number of guests guaranteed before the function. Extra plates will be placed only after taking consent from the representative or host and will be charged on actual at pro rata basis. If representatives are not appointed by host, the final decision on the count of plates will be of the banquet in-charge for that particular function.
- 3. Lulu ICC strictly does not entertain taking out food from the banquet buffet (Parcels).
- 4. Lulu ICC will assist you to arrange extra audio visual equipments if required, at an additional cost from external suppliers. The power support from Lulu ICC will be only for the already installed sound (conference-style audio) and light arrangements. Extra power for additional audio visuals and photography must be arranged by hiring sound proof generators.
- 5. All statutory approvals and licenses which involves services over and above basic food service, to be procured by the host, as per government norms - public performance license, electrical inspectorate clearance etc. if required.
- 6. Clearance of the hall to be completed within half an hour of the function conclusion i.e. before 4 pm for lunch functions and 11 pm for dinner functions. Non vacation or over stay in the function area will not be permitted without prior sanction.
- 7. Lulu ICC will not accept responsibility for any lost, stolen or damaged merchandise or personal items left on the premises or individual physical issues prior, during or after the function.
- 8. Lulu ICC management reserves the right to change the menu in case of non-availability of a particular ingredient, especially seafood, fish, etc. The management holds the right to cancel the function or change the hall in case of any unforeseen circumstances with prior intimation to the host.
- 9. Reservation of the banquet space does not stand valid without a signed contract with Terms and Conditions agreed upon.
- 10. Performances of this agreement are contingent upon the ability of Lulu ICC to complete the same and are subject to labour disputes, accidents, central, state or municipal regulations, acts of God and other causes whether enumerated herein or not beyond Management's control that may prevent or interfere with said performance.
- 11. The host, guest's invited or agencies appointed by the host are not allowed to enter or to use any area, equipments or materials other than those permitted by Lulu ICC authorities.
- 12. In the Grand Lulu Hall, the stage area provided for stage setup shall be of dimension 60 Ft X 20 Ft.
- 13. For blocking the entire Convention Centre Halls, a minimum guarantee of 2000 guests are required.
- 14. For blocking Grand Lulu Hall, Ruby Hall and Lotus Hall, a minimum guarantee of 1500 guests are required.
- 15. For blocking Grand Lulu Hall and Ruby Hall, a minimum guarantee of 1000 guests are required.
- 16. Event Managers and Stage Decorators has to be finalized at least 2 weeks prior to the event and a coordination meeting with the hotel authorities has to be conducted in the presence of the host. In the absence of such a meeting, the hotel authorities reserve the right to change / modify the locations of set up / decoration props. Terms and Conditions for Event Managers and Stage Decorators are mentioned overleaf.
- 17. Hotel Authorities reserve the rights to modify the published rates in case of any changes in applicable government taxes.
- 18. Rooms blocked at Lulu Garden Hotels related to the functions booked will be on a 06.00 pm Check In to 06.00 pm Check Out basis unless and until specified at the time of reservations.

**PAYMENT TERMS AND CONDITIONS**

- 1. ₹ 50, 000/- non-refundable advance to block the hall on a confirmed basis.
- 2. 50% of the estimated billing amount at least 3 months prior to the function.
- 3. 100% of the estimated billing amount at least 1 week prior to the function.
- 4. Final bill has to be settled either by cash or credit card at the end of the function

**CONTRACT AGREEMENT**

Name of the Host \_\_\_\_\_ Mobile / Landline \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Function \_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ From \_\_\_\_\_ am / pm till \_\_\_\_\_ am / pm for minimum number of \_\_\_\_\_ guests guaranteed at \_\_\_\_\_ areas of LuLu International Convention Center.

Menu Rate: ₹ \_\_\_\_\_ + Applicable Taxes \_\_\_\_\_ X \_\_\_\_\_ Guests Guaranteed = Amount ₹ \_\_\_\_\_

Other Services: 1 \_\_\_\_\_

Other Services: 2 \_\_\_\_\_

Other Services: 3 \_\_\_\_\_

Advance Paid ₹ \_\_\_\_\_ Total Amount ₹ \_\_\_\_\_

The undersigned has gone through the terms and conditions and agrees and undertakes to pay the subsequent advances and final payment of all bills made as per the terms and conditions mentioned in this contract in respect of the function and any damages if caused to the hotel property thereby.

\_\_\_\_\_  
Name and Signature of Host with Date

\_\_\_\_\_  
Name and Signature of Lulu ICC Representative with Date