

Cinnamon

GRAND COLOMBO

CODE OF CONDUCT FOR SUPPLIERS

The following are the guidelines for code of conduct to be strictly adhered by all third party contractors when setting up for an event in the premises of The Cinnamon Grand Hotel.

These guidelines are in place to ensure the health and safety of all parties concerned and further to ensure the smooth flow of events pre and post function.

It would be greatly appreciated if you can keep all your employees entering the hotel informed of these guidelines, in order to prevent any unnecessary delays.

1. **Entrance:** All contracted staff should carry their NIC with them on arrival. Special pass to be collected from the hotel security point at the Receiving Bay when entering the premises. This pass is to be retained and returned on exit. Lost or misplaced passes will be charged accordingly. Contractors to ensure all staff working for any function are above the legal working age. (Above 18yrs) and accredited by your company.
2. **Staff Entrance:** The hotel receiving bay should be used for all equipment delivered and picked up from the hotel. In order to use any other entrance, special approval to be obtained by informing the Account Manager 07 days prior to the event.
3. **Usage of Space:** All suppliers to use only space allocated for the event. Any structures placed in other areas will be asked to be removed.
4. **Attire:** Contractor's employees are to be properly dressed. Minimum attire requirement will be clean T-shirt, long trousers and shoes/ sandals with toe protection. No caps to be worn in venues.
5. **Floor plan:** a floor plan is to be submitted of the proposed layout, including equipment to be used and power requirements, for prior approval by the hotel. Failing which the hotel reserves the right to remove or change layouts that are obstructing the hotels functionalities.
6. **Sound Propagation:** Please note that music is permitted only till **10:30pm** for all functions held at the Atrium Lobby and a maximum permissible sound level of **80 decibels** should be managed at all times.
7. **Photographs:** Photography in the Lobby limited for the Couple only. Photo shoots are only permitted in public areas and garden spaces of the hotel. Restaurants are not to be used for photo shoots.
8. **Carpet:** To avoid damage, dirt and paint, the carpet is to be protected with heavy plastic sheet or canvas before any work is carried out.

Cinnamon

GRAND COLOMBO

9. **Production** : The completed production must be professional to reflect the 5 star image of the hotel :
 - Scaffold towers to be fully covered with black cloth
 - Stages to be skirted in clean and pressed material / Stage base should have protection (flat base)
 - Speakers set-up to be clean
 - Control units to be neat and tidy in appearance
 - Electric and AV cables to be hidden by **Black Tape**. Large cables should have a covering when crossing pathways.
10. **Fire Exits**: Fire safety regulations prohibit the blockage of the main exit doors. The Hotel retains the right to adjust any set up to ensure Fire / Life / Safety codes are not violated.
11. **Service Access**: No obstruction in front of service staff doors. There must be sufficient space for smooth service of food and beverage.
12. **Equipment Removal**: Contractors must clear all equipment from the hotel within the stipulated time at the end of the event. The hotel management reserves the right to charge a fee and dispose of any waste, equipment or goods left behind. (Cake structure or any other decors...).
13. **Damage**: The Supplier / Event organizer will be responsible for the cost of any excessive carpet cleaning caused by the contractor's negligence. The hotel reserves the right to charge the Supplier the full replacement cost of any damage to the hotel property caused by the contractor during the event or due to noncompliance of the aforesaid
14. **Any outside contractor and staff** have to follow and obey the hotel management instructions at all times.
15. **Insurance** Whilst the staff of Cinnamon Grand Colombo will take every step to ensure the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during, or after the event. We recommend that patrons arrange their own insurance/security for items of value or corporate intelligence.
16. **Security** Cinnamon Grand Colombo will not be responsible for loss or damage to any equipment or merchandise on the premises prior to, during, or after the event. The organizer must arrange appropriate and adequate insurance for public liability and property damage, as well as security to protect its assets, employee's delegates and third parties. Hotel security is available and charges are on application.

Please sign your acceptance of the above mentioned guidelines and return the Original to us.

Note : Compliance to the above mentioned criteria will ensure that your company is working as a Socially Responsible Corporate Citizen and by returning the signed document will be enlisted in our preferred list of Suppliers.

Cinnamon
GRAND
COLOMBO

Any deviations or deference from above guidelines will terminate preferred status with immediate effect

We thank you on behalf of the Management of Cinnamon Grand for your continued support and for taking the initiative of following the above mentioned best practices.

Authorized Signature and Designation

Company Name and Company Stamp