

Park Plaza Westminster Bridge

200 Westminster Bridge Road

London, SE1 7UT, GB

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WESTMINSTER BRIDGE LONDON

Account Name:	Redactive Events Limited	Contract Number:	572960
Contact Name:	Grant, Jason	Catering Manager:	Craig Robertson
Address:	9 Dallington Street EC1V 0LN LONDON Great Britain	Status:	Definitive
Telephone:	02078806200	Booking Type:	Award Dinner
E-mail:	INFO@REDACTIVE.CO.UK	Contact on Day:	Caitlin McConnell
Booking Name:	CIBSE Building Performance Awards	PM:	PM 9448
	Amendment 2	Agent Name:	Redactive Events Limited
		Agent Contact:	

Thursday, 29-FEB-2024					
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Time	Room	Function	Set-up	Attendees	Rental
07:00 - 17:00	Ballroom Pre Function Area	Catering Area	See Notes	1	Included in the package
07:00 - 18:00	Ballroom	Set up	Empty	0	Complimentary
08:00 - 23:59	Park Suite 6-7	Redactive Office	Existing set up	5	
09:00 - 23:59	City Room 4	CBISE Office	Existing set up	10	Complimentary
14:00 - 17:58	Plaza Suite 4-13	Set up	See Notes	0	
15:00 - 19:00	City Room 2	Anouncer recording	Existing set up	2	
17:00 - 01:30	Park Suite 1-5	Cloakroom	Existing set up	775	
17:00 - 01:29	Plaza Suite 1-2	Changing	See Notes	0	
17:55 - 18:15	Ballroom	Sponsors briefing	Existing set up	15	
18:00 - 19:10	Ballroom Pre Function Area	President's Reception	High Top Cocktail Tables	140	
18:00 - 19:00	Plaza Suite 10	Headline sponsor-Tamlite Lighting	Reception	30	
18:00 - 20:00	Plaza Suite 4-13	Drinks Reception	Stand up Break	605	
19:30 - 23:59	Ballroom	Dinner	Dinner Table Style	775	
20:00 - 21:30	Plaza Suite 3	Production Dinner	Existing set up	15	Included in the package
21:00 - 23:30	Ballroom Organisers Office	Winners interviews	Existing set up	0	
22:15 - 01:00	Ballroom Pre Function Area	After Dinner Bar	Existing set up	500	Included in the package
23:59 - 03:30	Ballroom	De-Rig	Empty	0	

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Food					Beverage Service	
07:00 To 17:00	Ballroom Pre Function Area	Catering Area	1	GBP 100.00 Per Person	Ballroom Reception Drinks	17:55 To 18:15
Crew Urn Crew Urn (Tea, Coffee and iced water)					Drinks Trayed Prosecco with soft drink alternative to be served by stage area for sponsors briefing.	
08:30 To 09:30	Ballroom Pre Function Area	Catering Area	20	GBP 8.50 Per Person	Plaza Suite 10 Reception	18:00 To 19:00
Breakfast Fully-Loaded Breakfast Panini's - Bacon, sausage, egg and mushroom -3 vegetarians					See notes Drinks Headline sponsor drinks -Tray service with prosecco and orange juice -Bar open and set to include house spirits and beers only -Mobile bar against wall -Staffed	
09:00 To 23:59	City Room 4	CBISE Office	10	Inclusive	Ballroom Pre Function Area	18:00 To 19:10
Refreshment Break Chef's choice of food items Tea, coffee, selection of herbal teas, mixed fruit bowl, orange and apple juices					Reception Drinks See notes Drinks -Tray service with prosecco and orange juice -Bar open and set to include house spirits and beers only -All drinks charged to the main account (only during President's drinks reception)	
09:00 To 23:59	Park Suite 6-7	Redactive Office	1	Inclusive	Plaza Suite 4-13 Guests	18:00 To 20:00
Crew Urn Crew Urn (Tea, Coffee and iced water)					Reception Beverages: GBP 0.00 Attendees' Drink -Tray service with prosecco, orange juice – One per person -Pay bar available -Served in Plaza 4-9 end of floor	
13:00 To 14:00	Ballroom Pre Function Area	Catering Area	18	GBP 22.50 Per Person		
Crew lunch Baguettes and wraps with chips, salad and chef's choice dessert						
Dietaries 3 vegetarians and 1 pork						

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Food		Beverage Service	
19:30 To 23:59	Ballroom Dinner 775 GBP 80.00 Per Person	Plaza Suite 4-13 Sponsors 18:00 To 20:00	
<p>Banqueting Menu Banqueting Menu - Selection to follow</p> <p>Agenda</p> <ul style="list-style-type: none"> - 18.15 Presidents reception - 18.30 Main guests receptoin - 18.50 First call for dinner - 19.10 All guests seated, welcome speech CIBSE President, Guest Speaker (25 mins) - 19.35 Dinner served - 21.15 Awards begin (earlier if dinner service finished) <p>Menu</p> <p><i>Starter</i> Cauliflower, potato and cumin cake with humus, mini red tomatoes and asparagus. (v)</p> <p><i>Main course</i> Duo of chicken: presser of Coq au Vin and chicken ballotine, olive oil mash potatoes, fondant carrot, butternut squash and rich chicken jus</p> <p><i>Dessert</i> Black forest cake, vanilla Chantilly, cherry compote and candied, chocolate cream quenelle, cherry coulis</p> <p><i>Coffee</i> Pettis fours</p> <p>Vegetarian & ve</p> <p><i>Starter</i> Same as main menu Vegan - same without egg/breadcrumbs coating</p> <p><i>Main course</i> Pan-fried polenta with light blue cheese, crushed new potatoes with basil and sun blushed tomatoes and baby vegetables, truffle sauce (v) Vegan - Pan-fried polenta, crushed new potatoes with basil and sun blushed tomatoes and baby vegetables, tomato sauce</p> <p><i>Vegan dessert</i> Vegan chocolate brownie</p> <p>VIP-President -table 11 is "top" table</p>		<p>List of Beverage per table: Embrujo del Campo, Tempranillo Embrujo del Campo, Verdejo Peroni Orange Juice or Soft Drinks</p> <p>Sponsors</p> <ul style="list-style-type: none"> - £150.00 ex VAT (£180.00 inc) beverage allowance per company. - A total of 10 meeting point tables - Even if companies have 2 tables, the tab is £180.00 per comapny <p><i>Selection of drinks per table - Sponsors.</i> 1 x Embrujo del Campo, Tempranillo £49.00 1 x Embrujo del Campo, Verdejo £49.00 8 x Peroni £7.15 p/btl 5 x Soft Drinks or OJ £4.50 Total: £177.35 inc VAT -Area located in - Plaza 11-13 end.</p> <p><i>Sponsor list:</i></p> <ul style="list-style-type: none"> Ideal Heating Commercial Airflow Developments Crane Fluid Systems CMR Mitsubishi Electric Gratte Brothers Group ABB Automated Logic, A Carrier Company Borough Engineering Services CBISE Journal <p>- Please note that all drink reception drinks after the £150.00 ex VAT limit are to be paid by the sponsors and not on the account</p>	

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Food				Beverage Service	
20:00 To 21:30	Plaza Suite 3	Production Dinner	18	GBP 30.00	Plaza Suite 4-13 Awards 18:00 To 20:00
				Per Person	Entrant
Buffet Dinner Chef's choice of main course, accompanying vegetables, potatoes/rice Selection of Chef's salads **** Chef's Choice Dessert				List of Beverage per table: Embrujo del Campo, Tempranillo Embrujo del Campo, Verdejo Peroni Orange Juice or Soft Drinks	
Dietaries 1 x No Pork 4 x Vegetarian				Premium tables - £125.00 ex VAT (£150.00 inc) beverage allowance per table -Number of tables - 4 tables	
23:59 To 03:00	Ballroom	De-Rig	1	GBP 100.00	Selection of drinks per table - Premium
				Per Person	1 Embrujo del Campo, Tempranillo £49.00 1 x Embrujo del Campo, Verdejo £49.00 5 x Peroni £7.15 3 x Soft Drinks or OJ £4.50 Total: £147.25 inc VAT
Crew Urn **** Crew Urn (Tea, Coffee and iced water)				-Area located in Plaza 11-13 Plaza Suite reception.	
				Premium tables: Harley Hadow AtkinsRealis AtkinsRealis Tridonic	
				- Please note that all drink reception drinks after the £150.00 limit are to be paid by the sponsors and not on the account	

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Miscellaneous Table Items		Beverage Service	
Ballroom	19:30 To 23:59	Ballroom Minimum Beverage	19:30 To 23:59
1 Large LED globes, various colours, 1 per table		Spend GBP 32.00 Per Person	
		Drinks Allowance	
Set Up		Wine orders	
Ballroom Pre Function Area	07:00 To 17:00		- CIBSE has pre-ordered some wines for the dinner. Please refer to the drinks list (table number and company name)
1 Set Up			
Set up			
	-Buffet station under the plasma screens		
Ballroom	07:00 To 18:00	CBISE tables	
1 Set Up			- Rest of the tables are individually pre-ordering
Stage			
	-Hotel stage required:		All tables to have (total 13 tables)
	24ft by 8ft stage high with steps		Embrujo del Campo, Verdejo x 2 bottles
	Control in Ballroom 2		Embrujo del Campo, Tempranillo x 2 bottles
	Back stage 3 x 6ft tables and 3 chairs for production		2 Still water
	1 x 6ft back stage for trophies		2 Sparkling water
	32ft by 14ft dance floor at front of stage on which 4 tables will sit in straight row.		Additional drinks if requested, to main account, ALL must be signed by either:
	These will be moved post awards		Caitlin McConnell
			Jason Grant
	Tables - 1 x 7ft, 2 x 6fts, 76 x 5fts		Juliette Bond
Park Suite 6-7	08:00 To 23:59		President's Table - CIBSE
1 Set Up			Table: 11
Set up			
	-Set with 2 x 5ft clothed tables with 6 chairs each		CIBSE Journal
	-1 x coat stand		Table 81
Keys			
	-4 keys required		CIBSE Tables:
City Room 4	09:00 To 23:59		1
1 Set Up			2
Set up			5
	-Exiting Set up in place.		6
	No water, pads and pencils set on table, please have on side		9
	Ensure 2 x coat stands in room please		11
Plaza Suite 4-13	14:00 To 17:58		14
1 Set Up			24
Premium tables			42
	- Area located in area of Plaza 9		43
	- 4 x premium tables (based on 10 pax each)		44
			45
	-These areas will need to have rope and posts if possible.		
Sponsor tables			Redactive Team
	- Far end of the Plaza Suite reception Plaza 11-13 end.		Table 82
			Embrujo del Campo, Verdejo x 2 bottles
			Embrujo del Campo, Tempranillo x 2 bottles
			Jugs of iced water
			Signed off by Caitlin/Jason.
		Sponsors	

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Set Up	Beverage Service
<p>- Dedicated area for Sponsors drinks reception. - 1 or 2 tables per sponsor - Total 10 companies</p> <p>-These areas will need to have rope and posts if possible to seperate from remaining reception guests</p> <p>PPWL Number stands erquired, Redactive will provide printed signs.</p> <p>General quests dr</p> <p>- Plaza Suite 4-9 and foyer area - 300 pax expected - Please provide 10 x poser tables around the space.</p> <p>-Corridor wall - please leave this in place until 3.30pm/4.00pm once lunch guests have departed Plaza 1-3.</p> <p>Plaza Suite 10 18:00 To 19:00 1 Set Up</p> <p>Set up</p> <p>-No partition walls required -Mobile bar against wall -Ropes and posts to create private area</p> <p>Ballroom Pre Function Area 18:00 To 19:10 1 Set Up</p> <p>Silent auction</p> <p>-Require 2 x 6ft dressed tables on toilet side of Pre Function Area to set items up. "SuperStars".</p> <p>Drinks table</p> <p>-a table set up for the Sponsor CIBSE Patrons for the pre-dinner drinks package</p> <p>Plaza Suite 4-13 18:00 To 20:00 1 Set Up</p> <p>Premium tables</p> <p>- Area located in area of Plaza 9 - 4 x premium tables (based on 10 pax each)</p> <p>-These areas will need to have rope and posts if possible.</p> <p>Sponsor tables</p> <p>- Far end of the Plaza Suite reception Plaza 11-13 end.</p>	<p>Ballroom Minimum Beverage 19:30 To 23:59 Spend GBP 32.00 Per Person All tables to get (12 tables)</p> <p>To get 2 still and 2 sparkling water 2 x red and 2 x white Embrujo del Campo, Verdejo Embrujo del Campo, Tempranillo Above to main account and additional drinks.</p> <p>Headline Sponsor: Tables Tamlite Lighting 12, 22 and 23</p> <p>Sponsor Tables: CIBSE Patrons 47 Ideal Heating Commercial 27 Airflow Developments 31 Crane Fluid Systems 38 CMR 29 Mitsubishi Electric 34 Gratte Brothers Group 35 & 36 ABB 32 & 33 Automated Logic, A Carrier Company 37 Borough Engineering Services 30</p> <p>Premium</p> <p>Premum Tables (total 4 tables)</p> <p>Either to have:</p> <p>1 x Embrujo del Campo, Verdejo 1 x Embrujo del Campo, Tempranillo</p> <p>Or</p> <p>Bucket of 5 Peronis amd 5 Madri</p> <p>Plus:</p> <p>2 Still water 2 Sparkling water Offered liqueurs - House not premium These drinks to main account, signed by Caitlin or Jason. Additonal drinks settled by tables hosts directly.</p> <p>Wine Tables AtkinsRealis 20 & 21</p> <p>Lager tables</p>

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Set Up	Beverage Service
<p>- Dedicated area for Sponsors drinks reception. - 1 or 2 tables per sponsor - Total 10 companies</p> <p>- These areas will need to have rope and posts if possible to separate from remaining reception guests</p> <p>PPWL Number stands required, Redactive will provide printed signs.</p> <p>General guests dr</p> <p>- Plaza Suite 4-9 and foyer area - 300 pax expected - Please provide 10 x poser tables around the space.</p>	<p>Ballroom Minimum Beverage 19:30 To 23:59 Spend GBP 32.00 Per Person Harley Haddow 15 Tridonic 25</p> <p>Gold</p> <p>Gold Tables (total 10 tables)</p> <p>Either option of:</p> <p>1 x Embrujo del Campo, Verdejo 1 x Embrujo del Campo, Tempranillo</p> <p>or</p> <p>Bucket of 5 Peronis and 5 Madri</p> <p>Jugs of iced water Offered House brand liqueurs to account. Any other drinks settled direct</p> <p>Tables for wine: BSE3D 18 Ove Arup & Partners 7 Hoare Lea 19 Commissioning Specialist Association 16 BAM Design 3 Twenty One Engineering 26 Human Capital Solutions 4</p> <p>Tables for bucket of lagers: Whitecroft Lighting 8 Smart Managed Solutions 10 Oventrop UK 17</p> <p>Plaza Suite 3 Soft Drinks 20:00 To 21:30 (Based on Consumption) Jugs of Iced Tap Water GBP 0.00 Per Jug</p> <p>Ballroom Pre Function Area 22:15 To 01:00 Bar (Based on Consumption) Fully Stocked Bar GBP 0.00</p> <p>-</p> <p><i>Notes regarding service to be added.</i></p>

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Miscellaneous	
Ballroom	07:00 To 18:00
1 Fire Panel Isolation	
Isolation	- Information to be updated when requested
1 Genie	GBP 250.00
Sissor lift	-left on charge in Ballroom 3 Charges being settled by Vive directly
Ballroom	19:30 To 23:59
7 Security	GBP 270.00
Security	-Requisition number ~ Request form sent to the Security Team - 6 x security officers 1 x security supervisor. Timings: 17:00 to 02:00 - 9 hours each (based on the agenda)
1 Tables removed after awards 10, 11, 12 and 14	Item Time: 22:10 To 22:30
Tables 10, 11, 12 and 14 moved from dance floor and tables with glasses set either side of stage, either clothed 5ft round and chairs or tall poseur table for drinks and tables.	
Audio Visual 2023-2024	
Ballroom	07:00 To 18:00
1 H & S pre-audit & on day supervision	GBP 1.500.00

Accommodation Notes
Accommodation Notes

Arriving

Wednesday 28th Feb x 2 nights
o Caitlin McConnell – Redactive

Thursday 29th Feb x 1 nights
o Zoe Lyons – Host - Zoe Fripp (Redactive) will stay over night
o Jason Grant
o Adrian Catchpole – CIBSE President
o Ruth Carter – CIBSE CEO
o Simon Parker – CIBSE
o Caitlin McConnell – Redactive
o Holly Wisbey

Accommodation Notes-Guest rates The PAC Code CIBSE23 is now live with 15% off our flexible and non-refundable rates.

Meeting Agenda Notes
Lightboxes - table plan
Insite will collect these from Plaza Suites and Ballroom Pre Function Area on Friday 1st March before 6am.

Meeting Agenda Notes
Thursday 29th February

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Meeting Agenda Notes

0700 Crew access
0830 Crew breakfast
09.00 Redactive onsite
14.00 Insite Graphics to arrive with Lightbox
15.30 CIBSE President rehearsal with voiceover
16.00 Arrive to setup auction (Superstars)
16.30 Host arrives to rehearsal
16.45 Show rehearsal
18.15 Sponsor presenter briefing (by main stage) trayed drinks
18.15 President's drinks reception starts in Ballroom pre- function
18.30 Main Drinks Reception, Tamlite Lighting headline sponsor, Sponsor & Premium drinks - Plaza Suites
18.50 First call for dinner
19.10 All guests seated, welcome speech CIBSE President and Guest Speaker
19.35 Dinner served
21.15 Awards begin (earlier if dinner service finished)
22.15 Awards finish, networking - tables removed from from dance floor 10,11,12 & 14
After dinner bar

Friday 1st March
00.30 Balloons de-rigged
01.00 Carriages
03.30 Ballroom clear
05.30 Insite Graphics tables removed

Redactive Events Limited

28/02/24

Craig Robertson

28/02/24

Organisation Authorized Signature

Customer Initials _____

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