

Signage Policy

The Hotel must agree to all signage prior to the event. Signs should be freestanding but must not obstruct the corridors or fire exits.

A4 office printed signage will not be permitted around any areas of the hotel or fixed to any infrastructure or fitting, either fixed or portable.

The hotel provides a number of frames and bus stop signs, which may only be used with prior consent. The signage has to be of a professional finish and under no circumstances to be handwritten, contain spelling mistakes or poor grammar. The hotel has the right to remove any signage containing the above or content that could be offensive to others, inappropriate or unsuitable.

Additional signage will only be permitted if being hung from trussing or if free standing. The location of which must be agreed by the Hotel management and relevant risk assessments and method statements provided by the client.

Only professionally designed signage be allowed to be used and the frequency of such signage has to be agreed by the Hotel management. At an additional cost, static cling signage can be provided to be used on walls and window with prior consent. Artwork should be provided well in advance and we will contact our supplier on your behalf for printing.

At no time will any collateral be allowed to be stuck to our walls or windows using products such as sticky tape, Velcro, glue, double sided sponge tape, nails, pins or tacks. This list is not exhaustive. The use of blue or white tack must be agreed prior to the event. Any damage caused by the placing of signs will be chargeable sticky tape or any form of semi-permanent or permanent adhesive. Professional foam board signage will be accepted as standard.

Adhesive signage on glass, floors, walls and other surfaces can only be used with prior consent and must be completely removed, without causing damage, by the client or a representative thereof. A charge will be made for the removal of signage and for the repair of any damaged surface as a consequence.

All signage must be disposed of prior to departure.