

Event Award Winners

"THE UK'S BEST CHRISTMAS PARTY PACKAGE"

Meji Media presents

Moonlight & Mistletoe

"A Night in Paris!"

Hosted at the amazing Library of Birmingham,
Centenary Square, Broad Street, Birmingham, B1 2EA

Dates Available Throughout December,
7.00pm – 1.00am



*Christmas just got better –
even more entertainment and nights added for 2019!*

*Moonlight
& Mistletoe*

www.christmasofficeparty.co.uk

event
AWARDS
WINNER '14

*Step into the magic of Christmas,
And join us for 'A Night in Paris'!*



To celebrate our 9th year of hosting fabulous Christmas parties we are proud to present 'A Night in Paris' – an exclusive Parisian themed spectacular that has been created to provide a party that you just simply won't forget!

New to Moonlight & Mistletoe, the Library of Birmingham will be our venue of choice for the greatest Christmas parties in the city. Chosen for their high-quality standards and spectacular interior, it is the perfect venue to host our Moonlight & Mistletoe parties.

As winners of the 'UK's Best Christmas Party Package' you can rest assured that you will have a Christmas party like no other, filled with great entertainment and restaurant quality food, all delivered by our professionally trained staff.



This year, the unique and spacious venue will be transformed into a dazzling, charming dreamland as we intertwine Parisian culture with a touch of the spirit of Christmas. Situated in the heart of the city centre, it makes this the perfect party hotspot this season.

If you're looking to celebrate in style this festive period with an entertainment-packed party that promises to be a memorable night, look no further than *'A Night in Paris'!*



Raising the bar when it comes to Christmas Parties

Building upon our success, the shared Christmas party events organised by **Meji Media** have set the bar extremely high when it comes to what to expect from an office Christmas party. Spectacular entertainment, delicious food and the experience of a truly extraordinary Christmas party celebration are all at your fingertips.

You deserve to kick back and relax with the party of all parties after working hard all year round. A corporate Christmas party is not only the ideal way to boost team morale, it's also an important way to thank employees for their contribution and motivate them to continue their good work into the New Year.

Utilising the services of event management experts **Meji Media** ensures that the stress is taken away from those responsible for organising the Christmas party, making it an enjoyable experience for everyone. Simply sit back and let us take care of all those important details for you - all that will be left for you to stress about is what you are going to wear!

Meji Media Ltd is a fast-growing events company specialising in organising quality, bespoke and cost-effective events across the UK and internationally; from conferences, teambuilding days, corporate celebrations and of course, award winning Christmas parties.

Our enviable portfolio of events includes high profile events for renowned brands from retail to the insurance industry. **Meji Media** are also the official event organisers of the International Symposium on Logistics (ISL) held in various international locations. Our reputation has been built upon trust, integrity and the understanding of knowing what makes a truly memorable, celebratory event.

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Vibrant Venue

Located in the heart of Birmingham City Centre, the Library of Birmingham is one of the selected venues for our *Moonlight & Mistletoe* events creating the perfect setting for your next office Christmas party. Awarded Lonely Planet's No.1 Sight in the city, the Library of Birmingham is a brand-new venue for Moonlight & Mistletoe. As one of central Birmingham's most spectacular dining and events venues, it can cater for between **300** and **500** guests. As well as shared (or mixed) Christmas parties, the venue is also available to hire on an exclusive basis if you are organising an event for a minimum of 400 guests. Due to the state-of-the-art lighting, sound and theming already installed, the venue can provide a cost-effective solution for a high-quality company event.

The industry leading team of venue managers, audio-visual engineers, production crew, choreographers and set-designers are able to tailor events to your exact needs, taking care of the planning process from conceptualisation to fulfilment.



Catering is provided by one of the city's most highly regarded chefs. Menus can be designed to your specification and our drinks packages are extremely cost effective.

VIP tickets are available for front row seating and drinks waitress service during your meal. Super VIP tickets add that touch of class, with Hor D'oeuvres and a Sparkling Reception on arrival! Furthermore, the huge dance floor will help to ensure that you have a fantastic overall party experience. Combined with Parisian themed decor, heart-stopping entertainment and freshly prepared sumptuous cuisine, you are guaranteed a breath-taking experience!

To discuss your requirements further or to learn more about exclusive Christmas parties and events, please call **Meji Media on 0800 210 0642**.

Night in Paris

Nothing quite beats the magic of Christmas. So, let the festive season begin with an amazing office Christmas party that you and your friends will be talking about well into 2020.

Our themed party promises to be a magical experience, buzzing with energy and endless entertainment. The night begins with a **VIP** entrance as you are welcomed into your selected venue on a red-carpet entrance and a paparazzi photographer ready to take snaps of you in your finest evening wear.

Hostesses subsequently lead you right to your seat, so that your spectacular night can begin. Upon entering the main hall, be ready to step into the French capital as you experience the thrill of our *Night in Paris*. Let your inner Diva out as you party the night way with thousands of lights and a beautifully dressed Christmas venue to subtly add to the festive atmosphere.

Before moving to your seat, why not have a drink by the bar and mingle with friends and colleagues?



Entertainment is based on '*A Night in Paris*' theme, including stilt walkers, angle grinders and so much more! Our Christmas party nights are packed with more entertainment than ever before, featuring our fun casino tables where you can try your luck on red or black.



Once your delicious three course meal has been served and enjoyed, get ready to dance the night away to the music played by our resident DJ.
And why not take photos in our fun selfie pod?

It will be an evening where the beautiful venue, delicious cuisine and flowing wine goes hand-in-hand with party classics and a night of fun with friends. Entertaining and exquisite - this is the way all *Christmas parties* should be!

Party Dates

Note: VIP Tickets include tables on the first 2 rows behind Super VIP (subject to availability), Sparkling Drinks Reception and VIP Drinks Waitress Service for the duration of your delicious 3 course meal.

Additional Note: Super VIP Tickets include tables on the first 2 rows (subject to availability), VIP Drinks Waitress Service throughout your meal, Hor D'oeuvres, Sparkling Drinks Reception, and After Dinner Tea/Coffee and Mints.



<i>Dates</i>	<i>Standard Price</i>	<i>VIP Price</i>	<i>Super VIP Price</i>
Friday 6th December 2019	£56.00 + VAT	£65 + VAT	£74 + VAT
Saturday 7th December 2019	£56.00 + VAT	£65 + VAT	£74 + VAT
Friday 13th December 2019	£56.00 + VAT	£65 + VAT	£74 + VAT
Saturday 14th December 2019	£56.00 + VAT	£65 + VAT	£74 + VAT
Friday 20th December 2019	£56.00 + VAT	£65 + VAT	£74 + VAT
Saturday 21st December 2019	£56.00 + VAT	£65 + VAT	£74+ VAT

*Other dates on request.

The venue is also available for exclusive Christmas party bookings on other dates throughout the festive period. Get in touch and we'll help you put together your very own bespoke Christmas party package. A minimum number of **400** will usually apply.

To book your place visit www.christmasofficeparty.co.uk or call 0800 210 0642 where one of our friendly team will be ready to give you a hand with your enquiry.

World's Most Exquisite Entertainment

Winners of the UK's Best Christmas Party package, our varied entertainment line-up promises to deliver an unforgettable party atmosphere:

- Venue Hosting Up to 500 Guests
- Meet & Greet from Parisian Characters
- Themed Entrance with Red Carpet
- Paparazzi Photographer to Greet You Upon Entry
- Stilt Walkers
- Hosts & Hostesses
- Combined dance & acrobatic show
- Fun Selfie Pod with Prints (Prints are £1 – all proceeds go to Charity)
- Angle Grinders
- Evening compere
- Snow Machine
- Fun Casino Tables
- A Choice of Delicious 3 Course Traditional Christmas Dinner
- DJ and Disco to Keep You Dancing Until 1:00am

Dress Code

The dress code is smart/evening wear, so come in your most dazzling outfits and be 'red carpet ready' for an unforgettable office Christmas party experience. That means evening wear for women and shirt and trousers or suits for the men. *No trainers, ripped jeans or caps are permitted.*



Season's Eatings

We all know that a good meal goes a long way to ensuring a great Christmas party experience, and catering for a large number of people over the festive period is not an excuse for sub-standard food.

Festive food helps create that special seasonal feeling. So for this year's Christmas celebration, we have devised a varied menu for you to choose from. Please select your dining options from the specially prepared menu, ensuring that you pay particular attention to ingredients, in case of allergies or dietary restrictions by reviewing the key below:

E = Contains Eggs F = Contains Fish M = Contains Milk N = Contains Nuts
S = Contains Soy W = Contains Wheat G = Contains Gluten V = Suitable for Vegetarians

English Menu

Starter

Chargrilled Vegetable Terrine

V

Served with Dressed Roquette and Aged Balsamic

Chicken Parfait

M G

Served with Red Onion Marmalade and a Ciabatta Finger

Main

Roast Turkey

G

With All the Trimmings (Can be made Gluten Free if without Stuffing)

Slow Cooked Salt & Pepper Beef

G

Served with a Red Wine Jus, Fondant Potato and Seasonal Vegetables

Sweet Potato and Vegetable Wellington

V G

Served with Cumin, Tomato and Basil Sauce

Dessert

Tarte Au Citroen

V M G E

Served with Chantilly Cream

Chocolate Torte

V M G E

Served with Salted Caramel Sauce

To Book

Booking a Moonlight & Mistletoe Christmas party is simple and can be completed in 3 easy steps:

- Step 1:** Take a look through our brochure to get an idea of the extraordinary Christmas experience we are offering and choose a date.
- Step 2:** Call or email us to make a reservation and pay a small £15 per head deposit to secure your place. Alternatively book directly through our website www.christmasofficeparty.co.uk
- Step 3:** We will contact you with details of the final payment, so all you need to do is relax in the knowledge that you are about to celebrate an unforgettable Christmas in style!

1. To provisionally hold your places

Please fill out the booking form on our website, call 0800 210 0642 or email enquire@christmasofficeparty.co.uk. Your provisional booking is held for 10 days, after which time non-receipt of your deposit will result in your booking automatically being released. If you book less than 8 weeks prior to the party – FULL payment is required.

Invoices will only be issued for deposits upon request at the time of making your provisional booking.

Please ensure you have provisionally booked the correct number of places before sending your deposit to avoid disappointment.

2. To confirm your places

Within 10 days of provisionally booking your places, please we require a £15 deposit per person.

On receipt of this payment, your booking will be confirmed and an invoice sent to you. Alternatively call us to pay by card or transfer the amount to the following account number and email us all details such as name, company etc.

Our account details: HSBC, Meji Media Ltd

Sort Code: 40-12-20

Account Number: 31494465

3. Final Payment

A balance invoice will be sent out 12 weeks prior to your party date. The balance must be received by the date stated on the invoice (usually 8 weeks prior to your party date).

4. Menu and Drinks Pre-order

Please complete a sent menu and drinks pre-order form by mid-October, along with payment for any beverages pre-ordered. We regret we are unable to guarantee any special dietary requirements or drinks orders received less than 10 days prior to the event. Please note invoice for beverage pre-order will only be sent on request.

5. Menus

Menu choice options will only be sent out once payment is received, and all menus must be received via our online booking system. We do not accept menu submission in any other form.

6. Seating plans

Must be completed before the start of the event on our quick and easy online system.

Exclusive Bookings

The Library of Birmingham is one of Birmingham's most unique events venues catering for between 20 and 500 guests. As well as shared (or mixed) Christmas parties, the venue is also available to hire on an exclusive basis if you are organising an event for a minimum of 400 guests. Due to the lighting, and theming already installed, the venue can provide a cost-effective answer to a high-quality event for your company.

Our industry leading team of venue managers, audio-visual engineers, production crew, choreographers and set-designers are able to tailor your event to your needs, planning from conceptualisation to fulfilment.



Catering is provided by highly regarded chefs and menus can be designed to your specification and our drinks packages offer a cost-effective solution.

To discuss your requirements further, or to learn more about exclusive Christmas parties or events at the Library of Birmingham please give Meji Media a call on **0800 210 0642**.



Directions

Please note all correspondence should be sent to our head office address, not the Library of Birmingham.



Venue Address

Library of Birmingham, Centenary Square, Broad Street, Birmingham, B1 2EA



By Train

About 10 to 15 minutes' walk from New Street Station, and 15 to 20 minutes from Snow Hill Station. Moor Street and Five Ways are further away but still within walking distance.



By Taxi

There is a taxi rank across the road outside the Hyatt Regency Hotel on Broad Street.



By Bus

Many bus services stop close to the Library on Broad Street.



Parking

Parking isn't available directly at the Library – public car parks can be found nearby at Cambridge Street and Arena Birmingham. There are two bays for Blue Badge holders on Cambridge Street directly behind the Library on The REP side. Access to the front entrance is along the covered walkway on the east side of the Library leading onto Centenary Square. Further bays are available in the Paradise Circus multi-storey car park on Cambridge Street.



Terms and Conditions

1 Booking Terms

- 1.1 Bookings can only be accepted on receipt of an appropriate deposit.
- 1.2 We recommend that you make a provisional booking via telephone prior to sending your email confirmation, to avoid disappointment if the date is not available. A provisional booking will be held for ten days. Upon expiration of the ten-day period, you will be asked to pay the deposit of £15 per each guest. If you make your booking between September 1 and December 31, you will need to make the deposit at the time of booking. If your event is less than 8 weeks away at the time of booking, you will need to make a full payment for us to make a reservation for you.
- 1.3 Should the deposit not be received within 10 days, the booking will automatically be released.
- 1.4 Non-payment of final balance by the date due will render our contract with you void.
- 1.5 We regret that we are unable to make any changes to your booking, menu choices, or wine order on the day of the event.
- 1.6 When you make a booking with Meji Media Ltd via this website, an email or over the phone, the booking becomes part of a legal contract. If you fail to pay the deposit or make the full payment when due, Meji Media Ltd reserves the right to take appropriate legal action, in its sole discretion, against you, for violating the Booking Terms.

2. Refunds and Cancellations

- 2.1 Deposits are non-refundable and non-transferable in any event, and can only be accepted by the party organiser.
- 2.2 Cancellations can only be made by the party organiser and must be made in writing to head office. We do not accept cancellations over the telephone.
- 2.3 Cancellation charges and refunds will be calculated as follows:

If you cancel:	We will refund:
More than 110 days prior to event date	100% less deposit
More than 56 days but less than 110 days	50% less deposit
56 days or less	No refund

Refunds due will follow in January from head office, cancellation charges are non-transferable.

3. Tickets and Table Plans

- 3.1 Tickets will not usually be required but if they are they will be sent out 2-3 weeks prior to the event date and will only be sent out once full payment has been received.
- 3.2 Due to ongoing changes in configurations, tables will be not be allocated until the day before each event. All table plans must be submitted via our online booking system.

4 Beverages

- 4.1 Any drink vouchers purchased are non-refundable after the event, cannot be exchanged for cash on the evening, and are only valid for the year as stated on the drinks voucher.
- 4.2 Should you wish to order a drinks package, this must be purchased prior to the event and paid for at least 2 weeks in advance. We regret we are unable to make concessions at the event for guests who have not pre-purchased drink packages.
- 4.3 Unlimited drinks packages, drinks vouchers, spirit bundles, and cocktail vouchers cannot be purchased at the event.
- 4.4 Customers are responsible for checking their drinks on order and delivery and we cannot replace missing drinks after drinks have been delivered and signed for.
- 4.5 At the event, any queries regarding your beverage order must be made with a member of staff at the time. We advise you take your beverage invoice as proof of purchase on the evening. Any queries not raised on the evening cannot be dealt with post-event.
- 4.6 Guests may not, under any circumstances, bring their own drinks.

4.7 All Inclusive Wristbands: When opting for all-inclusive wristbands, please note that all members in the party must purchase a wristband prior to the event (not sold individually). Wristbands must be on each guest's wrist to be valid upon drink order. Any wristbands that are not on wrists will be invalid at the bar. The wristbands must not be damaged, broken or looked to be tampered with. You may order up to 2 drinks at a time per person. It will be left to the venue's discretion to decide whether to serve guests.

5 Menu Pre-Orders

5.1 There is a set menu for this event with a vegetarian alternative. A special dietary requirement is also available on request. Menu choices must be received no later than 6 weeks prior to your party date and must be submitted via our online booking system. We will not accept menus submitted any other way.

5.2 Meji Media will endeavour to accommodate late menu or detail changes but will not be held responsible for changes communicated less than 2 weeks before the event date.

5.3 If group menu options are not made before the event the standard Christmas menu will be served.

5.4 Meji Media reserves the right to make changes to the advertised menu in the event of shortages in the supply of particular items, but undertakes that a 3-course meal will be served.

6. Venue/Event Conditions

6.1 The customer is responsible for its guests and will procure that its guests comply with these conditions (where relevant) and with any rules, licensing authorities, regulations and directions set down by Meji Media Ltd, the event organiser and/or the venue owner including, without limitation, any and all conditions of sale applicable to tickets.

6.2 For the safety of the customer, its guests and others, the customer must follow all reasonable directions given to it by Meji Media Ltd or Meji Media Ltd's agents at the venue.

6.3 The customer will not resell or otherwise transfer, or offer for sale or transfer any part of a package without the prior written consent of Meji Media Ltd.

6.4 The customer will not use any or part of a package (including, for the avoidance of doubt, any tickets) as prizes in competitions, sweepstakes, raffles, draws or for other similar commercial, promotional or charitable purposes without Meji Media Ltd's prior written consent.

6.5 The customer shall (and shall ensure its guests shall): not use any part of the venue for any business purpose other than entertainment or hospitality; not display any branding, signage or other commercial identification at the venue; not use the venue or access to the venue for the purpose of bookmaking; not bring any food or drinks into the venue unless purchased from a caterer at the venue; comply with any dress code.

6.6 The customer shall be responsible for ensuring the good and orderly behaviour of its guests whilst at the venue and Christmas party event and shall ensure that they do not behave in such a way as to cause (in seller's opinion) any offence, nuisance, damage, disturbance, annoyance, interference or inconvenience to Meji Media Ltd or to any other users of the venue. Meji Media Ltd and/or the authorised staff of the event organiser or the venue may, without prejudice to any other rights and remedies that Meji Media Ltd has, remove the customer and/or any guest that Meji Media Ltd believes are behaving in such an unruly way from the venue and/or the event.

6.7 The customer acknowledges that Meji Media Ltd and/or the authorised staff of the event organiser or the venue reserves the right to refuse entry to the customer and/or any guest, or to remove the customer and/or any guest from the venue and/or the event, temporarily or permanently when they reasonably believe that such individual is intoxicated or if granted entry will be disruptive to the enjoyment, comfort and/or safety of others or will commit an offence or will otherwise not comply with these conditions.

6.8 As a minimum, smart casual attire is required in the facilities at the venue and the event organiser reserves the right to refuse admission to any person wearing inappropriate items of clothing and/or footwear or to require any such

person to leave the venue. Specific advice in relation to dress code will be included in the event information section of any hospitality documentation sent to the customer.

6.9 Where drinks are bought on a consumption basis, returns of open bottles of wine, spirits, and part kegs of draught beer and lager cannot be accepted.

6.10 Meji Media Ltd accepts no responsibility for personal possessions brought into the venue by the customer or its guests.

6.11 Prior consent of the Meji Media Ltd must be sought for any entertainment or services which the customer wishes to provide within the Venue for the benefit of itself, or guests.

6.12 The customer shall indemnify Meji Media Ltd in full against and hold Meji Media Ltd harmless from all claims, costs, damages, liabilities, expenses (including but not limited to legal expenses) demands and judgements awarded against or incurred or paid by Meji Media Ltd as a result of or in connection with any and all acts or omissions of the customer, its guests, employees, agents or subcontractors including but not limited to acts or omissions at the event and damage caused to the venue by the customer or its guests.

7 Miscellaneous

7.1 Prices shown within the brochure including VAT are at the rate of 20%, and are subject to change should the VAT rate change.

7.2 Meji Media reserves the right to refuse admission, or remove from the function, any person whose condition, in the opinion of the staff of Meji Media, interferes, or is likely to interfere, with the enjoyment of the function by other participants.

7.3 Meji Media does not accept any responsibility for any person prevented from entering the function, or asked to leave due to their conduct.

7.4 Meji Media will take every care to honour commitments, but reserves the right to amend or alter all or part of the programme of Meji Media and regret that they will not accept liability for errors, omissions or cancellations.

7.5 Meji Media does not accept any liability & shall not be liable for non-completion of the event, or for any delays arising as a result of: Strikes, Riots or Lockouts affecting any trade with which Meji Media is concerned, adverse weather conditions, loss, damage or cancellation due to fire, flood, local authority licencing changes, or any other cause beyond its control.

7.6 These Terms and Conditions are governed by English Law and in the unlikely event of a dispute, the parties shall submit to the exclusive jurisdiction of the English Courts. The liability of Meji Media in respect of any breach of these Terms and Conditions, including any applied terms shall not extend to any consequential loss whatsoever suffered by the client or their guests.

7.7 Dates and timings are subject to licensing approval.

7.8 It must be appreciated that labour, entertainment and certain food items must be booked and paid for in advance.

7.9 We do not accept any responsibility for loss or damage to any vehicles whilst on our premises.

7.10 We accept all Christmas party bookings in good faith, but reserve the right to amend all or part of the advertised programme and regret they cannot be held responsible for errors, omissions or cancellations.

7.11 We regret that we cannot be held responsible for inclement weather affecting your attendance of any function.

Head Office Address: Creative Industries Centre, Glaisher Drive, Wolverhampton, WV10 9TG

Tel: 0800 210 0642

Email: enquire@christmasofficeparty.co.uk