

## AGREEMENT OF UNDERSTANDING

This agreement of understanding is made between Alpheton Hall Barns and You the Caterer and or Bar Services Provider and or Entertainment (The Provider)

You have been asked to quote or provide services at a function to be held at Alpheton Hall Barns. Our policy is not to restrict our guests to a small number of recommended Providers and we generally welcome new Providers to our venue. We do however reserve the right to refuse to accept any Provider at our whim.

We ask all Providers to allow for the following when quoting and to comply with this whilst at the venue.

1. Please drive slowly down the road to the barns and be courteous to other road users
2. Please ensure that you take all your rubbish and waste away with you, we do not provide waste facilities for Providers. That provided is solely for guests use.
3. Please ensure that you are able to vacate the premises by 12:30 am following the celebrations
4. Deliveries to and collections from the site may be made between 1:00 and 6:00 pm on the day before the celebration and after 9:00 am on the day of the celebration. You are responsible for ensuring that your own suppliers comply with this.
5. All supplies must be removed from the premises by 12:00 noon on the day following the celebration. You are responsible for ensuring that your own suppliers comply with this. The barns will be unlocked from 9:00 am on this day. This particularly applies to collection of dirty plates etc.
6. Whilst there is a good supply of hot water it is not sufficient for any thing other than minor washing up purposes (particularly if taps are left running!). Please arrange to take cutlery and plates away dirty. Our guests come first and we do not want to run out of hot water.
7. We have endeavoured to assist you by equipping the kitchens to a fairly high standard. In return it would be appreciated if you would make one meal available for us. In this manner we may also, with some authority, advise, if asked, future guests on your company and our opinions of it
8. We are licensed for the sale of alcohol and for entertainment. We do not have a performing arts license but weddings are understood to be exempt. Where a caterer provides bar services this is to be done by the caterers and not sub contracted out. We disapprove of bars which serve shots and shots and advise that the event is a wedding not a nightclub, we do not expect bar services to charge for breakages, such are normally resultant from people being served when they should not have been served.
9. Please leave the kitchens in no worse state than you found them. Surfaces wiped down, all rubbish taken away and floors properly swept and washed.
10. The gas for the cookers is turned on to the rear of the kitchens. Please turn on both bottles. Please ensure all gas is turned off before you leave.
11. We do not allow gas bottles within any of the buildings nor cooking in any inside area other than the kitchen.
12. Please ensure no electrical apparatus is left turned on. (warming cupboard, urn etc).
13. The 1300 litre fridge and 650 litre freezer is for guest's use for their drink etc. Please check with them before you use them to ensure there is space for dual use. We expect caterers to provide their own refrigeration, after all food should not be brought to the premises in anything other than a refrigerated trailer or van.
14. A 13 amp external socket is provided for plugging mobile refrigerated units into.
15. Please ensure that all electrical appliances you have a current PAT certificate
16. Please bring a copy of your health and hygiene certificate with you or furnish us with a copy in advance
17. It is likely that in the event of an accident or similar you will be the first to know. Please ensure that someone notifies us of such an occurrence immediately.
18. Irrespective of whom is paying or submitting the bills, we expect everyone to act as one team working together for one purpose. (If the bride is happy the groom will be happy!) If you need help please do not be too proud to ask, it will reflect for not against you! It is a nice touch is left overs can be plated and made available for other providers such as photographers etc and demonstrates teamwork.
19. If you need to contact us we can be reached on barns@alphetonhall.co.uk or 01284 830 200 or texted on 07889 653 609