

AHB Service Provider Checklist & Terms of Acceptance

AHB (Carol & Nicholas Willcocks - Alpheton Hall Barns) are happy to let visiting bar providers use the facilities at Alpheton Hall Barns free of charge subject to the following terms and understanding:

Bar Service Providers are required to provide a duly signed copy of this form to us in advance of the wedding agreeing to the below listed points with the appropriate “service” points actioned and the corresponding check boxes ticked together with a second copy to us on vacating with the appropriate “end of service” points actioned and the corresponding check boxes ticked.

Point	Action / Agreement	Service	End of Service
	Date of Event:		
1	Deposit		
1.1	The “bar service provider” shall lodge with Alpheton Hall Barns a deposit in the sum of £300 in surety of the following terms and conditions save other than where that provider is listed as a “Bar Service Provider” on the Alpheton Hall Barns Website. Such shall be returned within 7 days of the wedding on satisfaction of the following points. In event of any dispute Alpheton Hall Barns shall be the final arbiter.		
1	Equipment:		
1.1	The AHB bar comprises an oak bar counter with shelving beneath and oak canopy, a bar fridge and dresser. Its location within the barn is at the discretion of AHB staff. Bar providers have to make do with that provided and additional bar structures etc are not permitted. All brought in electrical appliances must have a current PAT test certificate and must be turned off when unattended.		
2	Use:		
2.1	The bar provider will keep their supplies in the barn within the close confines of the bar space.		
2.2	The venue / barns and Nicholas Willcocks are jointly licenced for the provision and service of alcohol and entertainment. In providing bar services you are doing so under the terms of those licences. In consideration of this you shall provide AHB staff with refreshment as needed without charge. As licensee bar staff will listen to and obey any direction from Nicholas Willcocks or his appointed representative with regard to clearing glasses, intoxication etc.		
2.3	The venue is a wedding venue not a nightclub and service providers are strongly advised to consider this in their selection of drinks and the services provided.		
2.4	Service of drinks to a person showing signs of intoxication or to a person believed to be passing drinks to the same is not permitted.		
2.5	No fixings, clamps or other may be fixed to any surface without prior agreement and approval.		
2.6	Bar surfaces and areas including floors areas, must be kept clean and dry at all times and all spillages cleaned up immediately		
2.7	There should be sufficient bar staff to ensure that discarded and empty glasses are regularly collected and not allowed to build up. (Recommend a minimum of 3 people)		
2.8	A close watch visually and audibly must be kept for any breakages and or spillages and these must be immediately cleaned up.		
2.9	All damage to AHB property must be reported immediately to a member of the AHB staff		
2.10	Where there is a transition between guest provided drinks and bar provided drinks, existing opened bottles on tables and in use glasses shall be left in situ for a minimum period of 1 hour.		
2.11	Bar prices shall not exceed local pub prices		
2.12	Delivery vehicles must be clear of the front of the barns before guests arrive and until they have left.		

2.13	Drinking vessels shall be re-useable, rigid and made of glass, china or polycarbonate. Disposable glasses are not permitted.	
3	End of Service:	
3.1	Service must end by the end of the licensing period	
3.2	All glasses, bottles, drink, including rubbish must removed from the reception (South) barn immediately following service and either if the property of, or brought in by the bar provider, taken away on leaving that night or if hired from another party stacked neatly and efficiently in the mobile cages provided in the entrance lobby to the kitchens. All hired equipment must be removed by noon the day after the wedding.	
3.3	The kitchen area, to the left of the stairs as you head down them, is available for bar provider use. The fridge and freezer are for guest use only.	
3.4	Sinks in the kitchen must be left clean and clear from any blockages at the end of service. Taps must not be left running as this will use all the hot water.	
3.5	All surfaces including the floor behind the bar area and in the kitchen must be wiped / washed down after use and left in a dry or near dry state.	
3.6	In clearing up outside areas must be checked and all glasses and bar related rubbish collected.	
4	Covid	
4.1	Suppliers should provide AHB with a copy of their Covid Risk Assessment	
5	Insurance	
5.1	Suppliers must provide AHB with a copy / evidence of their third party liability insurance to a level of £5M or more.	
6	Agreement to accept Terms	
6.1	Signed By - Signature	<i>Signature</i>
6.2	Name of signatory in Capitals	<i>Name of Signatory in Capitals</i>
6.3	If signing on behalf of a company or organisation - name of company, signatory's position in company	<i>Name of Company and signatory's position in Company</i>
6.4	Dated	<i>Date</i>
7	Receipt of and Return of Deposit	
7.1	We Alpheton Hall Barns sign confirming receipt of the afore mentioned deposit	<i>Signature</i>
7.2	Name of Signatory in Capitals and Date	<i>Name of Signatory in Capitals and Date</i>
7.3	We as Bar Service Provider sign confirming return of the deposit or an agreed proportion of this.	<i>Signature</i>
7.4	Name of Signatory in Capitals and Date	<i>Name of Signatory in Capitals and Date</i>
7.5	Amount of and Reason For any Retention	