

SERVICE SUPPLIER'S
AGREEMENT OF UNDERSTANDING & TERMS OF ACCEPTANCE

This agreement of understanding is made between Alpheton Hall Barns and You the Caterer and or other Service Provider - You are required to sign this and provide us with a copy prior to accessing and being permitted to use our facilities.

A Service Provider is a party providing a service in connection with a wedding or other event whether for financial gain or otherwise. Permission granted to you to use the facilities provided and to provide services at the barns is subject to your agreement and adhering to the following conditions and requirements.

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 without reason or qualification.

In consideration of the permission granted and the use of our facilities and equipment, we require Providers to allow for and comply with the following when quoting or whilst at the venue / barns or when seeking to provide a service at the barns.

In providing services at the barns, you have signified agreement to this agreement of understanding which is in itself a contract.

1. If you are new to the venue, we expect and require you to visit the barns well in advance of the event in order that we can meet you, you can familiarise yourself with the barns (and the access points) and we can run through your requirements our expectations and safety procedures.
2. Self catering is not permitted and only catering and bar staff along with AHB Management will be permitted access to the kitchen areas on the day of celebration. Caterers will be responsible for liaising with the couple to cut up, save, clear away and pack up the wedding cake and any associated mess at the end of the celebration.
3. No supplier or any member of their staff should attend the venue when knowingly unwell.
4. Caterers and catering staff access to the Barns is via the driveway to Alpheton Hall. Vans and staff cars can be parked in the designated service courtyard to the rear of the kitchens which may also be shared with other suppliers. Please drive slowly on approaching and leaving the barns and be courteous to other road users and residents. The area to the front of the Hall is 'private' please respect this.
5. When you arrive at the barns whether on the day before the wedding or on the day of the wedding, please let us know you have arrived and introduce your team leader to the AHB representative on hand. This not only courteous, but there may be situations you need advising of.
6. Please read all notes in the Barns kitchens prior to starting work on site and adhere to instructions. If there is anything that you are unsure about, please ask. Please do not stick, pin, or otherwise fix any notices or staff instructions to the kitchen walls or tiles.

7. Please ensure that you take all your rubbish and waste away with you, we do not provide waste facilities for Providers.
8. Please ensure that you are able to vacate the premises within one hour of the end of celebrations. All waste, dirty plates, glasses, linen etc are to be cleared away from all Guest Areas by this time. All food remnants and food related waste is to be taken with the Supplier when they leave along with all their own equipment and items. Hired items used by the Supplier are to be boxed up and stacked neatly in the kitchen lobby and ready for collection prior to vacating and are to be collected by the owner of the items between 9 am and 11 am on the day after the event. You are responsible for ensuring that your own suppliers comply with this.
9. All linen, cutlery, crockery and glassware is to be sourced through or in collaboration with the caterer and or bar supplier and they are responsible for clearing this away however so sourced. Except for small items (cake stands, etc) couples are not permitted to provide their own linens, cutlery, glassware, china etc unless by prior agreement. Where such agreement is forthcoming the Supplier / Caterer will be responsible for treating such items as if they were items hired by them.
10. Goods left after the rental period (12 noon the day following the celebration) may be considered as waste / unwanted items and disposed of. Any cost associated with this may be chargeable to the relevant party.
11. In undertaking the pack down at the end of the celebration, please check the garden areas, loos, courtyard, rest rooms, dance floor and seating / grassed area to the front of the Barn.
12. You are required to ensure that all your staff whether employed or agency are fully traceable and that all contact details are up to date and verified. You are responsible for the behaviour of your staff.
13. Deliveries to and collections from the site may only be made between 12:00 noon and 6:00 pm on the day before the celebration and after 9:00 am on the day of the celebration (save as where otherwise agreed with the party renting the barns. You are responsible for ensuring that your own suppliers comply with this.
14. If the celebration includes a Ceremony in the West Barn or Woodland Ceremony area ensure that no service supplier and or staff members arrive or leave the site during the period of the ceremony to avoid unnecessary disturbance to the same. The same are to ensure that all work is done quietly during this period.
15. We provide a good range and number of stainless steel work surfaces. Do not use the barn tables in the kitchens or bring barn chairs into the kitchen area. Or relocate any other furnishings or equipment for your use.
16. Do not use the plate warmer as a work surface. It gets hot, is not designed as a work surface, you may damage it, and it may be a fire hazard.
17. The gas for the cookers is located up against the outside wall to the rear of the kitchens. Turn on both bottles on top of the bottles and do not touch any other valves adjacent to the bottles. Then turn on the fan control switch, then the gas interlock located to the left of the cookers in the kitchen. Do not adjust the fan control speed. On leaving perform the same in reverse. Note: The cookers are for cooking not heating the kitchens and if all ovens and

rings are left on full you will freeze the regulator substantially restricting gas flow.

18. The use of gas bottles within any enclosed space is prohibited as is cooking in any inside area other than the kitchen.
19. BBQ burners, naked flame cooking etc may only be set up in the rear service courtyard but must be at least 2m from any combustible structure or material and 3m from the barn gas bottles.
20. Deep fat cookers may only be used when placed on top of one of the hobs under the extraction fan and with the fan on or in the service yard and must in along with all other electrical appliances in all instances be proven to be PAT tested within the last year and subject additionally to be offered up for an AHB management check and approval prior to use.
21. In no instance shall any electrical or heating apparatus be left turned on when the kitchens are unattended.
22. Depending on the logistical arrangements for the day, you may end up sharing parts of the premises with other suppliers, please respect their use as you would wish them to respect yours and keep all areas clean and uncluttered.
23. Whilst there is a good supply of hot water it is not sufficient for anything other than minor washing up / cleaning. Please arrange for all plates, cutlery, glasses, cooking pots / pans & implements etc to be taken away dirty and washed off site. When using hot water please use the plugs provided.
24. We have endeavoured to assist you by equipping the kitchens to a high standard. In return it is expected that you would make one main meal available to the Alpheton Hall Barns representative on site on the day at a time they can eat it. This gives us the ability to advise on the quality of the food if asked by future couples.
25. As part of a team of suppliers on the day, we expect caterers to provide photographers, videographers and any other relevant suppliers with an appropriate meal (whether paid for by the couple or not) at a time when they are able to eat it. Thoughtfulness towards other team members does not go unnoticed and indicates that you are a provider that we might wish to return to the barns.
26. Alpheton Hall Barns is licenced for the sale of alcohol and for entertainment. Nicholas Willcocks is the licensee. As such any party providing bar services may only do so under permission and on the basis that he nominates a responsible person. The person running the bar service should be introduced to the Licensee in advance so that permission can be given. We do not have a performing arts licence, but weddings are understood to be exempt. Where a caterers provides bar services (whether using drink provided by the couple or the caterer / bar) this service is to be provided / staffed by the caterer and not subcontracted out (unless previously agreed and to a previously approved supplier). We do not permit promotion of shots or otherwise encourage excessive drinking and require suppliers to bear in mind our licensing conditions.
27. Disposable plastic glasses (including shot glasses) are not permitted. Please ensure that all drinks are served in multi use glasses. We do not expect a caterer or bar to charge for broken glasses which are often the result of people being served who should not be.

28. Couples renting the barns agree to a “Nominal Corkage” agreement, namely should the Alpheton Hall Barns representative(s) request a drink then this should be provided by the bar provider free of charge. Ensure staff are aware of this.
29. The 1300 litre fridge and 650 litre freezer are for the couples use for their drink (and cake in summer months). We expect caterers to transport and keep food at a safe temperature and to provide their own refrigerated van or trailer. Appropriate 13 amp hook up points are located immediately adjacent to the kitchen.
30. If you wish the freezer to work efficiently, please minimise the number of times staff open and shut the doors. The fridges have an air lock system, do not try to force the doors but wait 10 seconds and try again.
31. All empty bottles, cartons, packaging etc are to be packed up for removal from site. Do not crush boxes until you are sure they are not needed for placing empties in. Where couples have brought their own drinks, please ensure that their bottles are stacked back in the empty boxes the right way up to avoid boxes becoming wet or fragile and left stacked off the floor in the crates for subsequent removal. All bottles, cartons, packaging etc brought by the caterer or bar provided by the caterer are to be removed prior to leaving on the day of the celebration.
32. The kitchens (and all equipment in them) are to be left clean and in no worse state than initially presented. All surfaces wiped down, all rubbish taken away, cooker tops and burners wiped over, ovens checked and wiped out as necessary, floors properly swept and washed. Please ask an AHB representative to check that they are happy with the condition of the kitchen before you leave the premises. Suppliers should bring their own cleaning equipment and supplies to this effect.
33. You are required to provide a copy of your health and hygiene and insurance certificates (£5m minimum) with you in advance of the event and bring a copy with you should it be requested. Failure may result in our prohibiting you from providing your services.
34. It is likely that in the event of an accident or similar you may be the first to know. The AHB representative should be notified immediately. Suppliers should bring their own first aid kits for their staff members.
35. All spillages and mess must be cleared up as soon as noticed no matter the cause.
36. If the pizza oven is being used then there are separate Terms and Conditions of Use for this which must be agreed with in advance and complied with. These should be requested at least 14 days in advance of the event.
37. We expect everyone providing services to the couple for their celebration to act as a team working to provide the best day possible for the couple. If you need help please do just ask, it will reflect well on you.
38. If you need to contact us we can be reached on 01284 830 200 (preferred on the day) or barns@alphetonhall.co.uk or texted on 07889 653 609 or 07572 658 889.

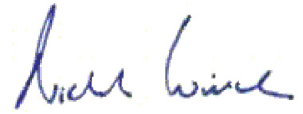
Signed in agreement to the forgoing:

Signature:

Date of signature:

Name of signatory:

Date of event:



Nicholas.R.E.Willcocks
T/A Alpheton Hall Barns
17 January 2023

