

# KINGSETTLE STUD

*at CHOLDERTON ESTATE*



## FREQUENTLY ASKED QUESTIONS

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## SECTION 1: WHAT ELSE DO I NEED TO BOOK?

The price-list details what is and is not included in Venue hire. You will need to employ the following key Suppliers:

1. Caterer
2. Band/DJ
3. Florist
4. Stretch tent if seated guest numbers exceed 100 (contact 'All The Kit')
5. Photographer

We have a recommended suppliers list that we advise you look through as a starting point. Aside from the essential suppliers listed above, there are numerous others listed such as umbrella hire, wedding nannies, videographers and more. You are welcome to engage with suppliers that are not on the recommended list.

We ask that you provide us with an itinerary listing ALL suppliers involved in your wedding no less than 8 weeks prior to your wedding day (See Section 4). An itinerary template can be found in Appendix 1.

We accept no responsibility for issues caused by or involving external suppliers.

See Section 2 for a list of what is included with your venue hire. Some couples wish to hire in an extra loo for the gardens or additional lighting around the venue. Please refer to the relevant sections to decide whether you think this applies to you.

## Section 1.1: Venue Capacity & Stretch Tent

The maximum capacity for the venue is 150 guests.

The Carriage Room will comfortably seat a maximum of 100 guests. If you wish to seat more than 100 guests for the meal, then we recommend engaging 'All the Kit' to provide a stretch tent over the entrance to the Carriage Room to provide more covered space.

If you have invited evening guests then the venue can comfortably accommodate upto 150 individuals without the requirement for additional cover.

## Section 1.2: Back-up Generator/Power

We do NOT provide a back-up generator. We are not responsible in the unlikely event of there being a total power-cut to the venue. If you wish to take the extra precaution, a generator can be hired from 'All the Kit'.

The venue is wired to avoid any issues with circuit overload, and plenty of sockets are provided throughout the venue. We do not recommend using extension leads/ adaptors to increase the number of appliances that can be used on one plug (usually the band are culprits for this) as this can lead to the trip switch going off.

We do not provide any extension leads. Any electrical equipment and leads that are brought in must be PAT tested.

Please ensure that a responsible person has walked the venue with Rory on set-up day to locate the trip-switches (See Section 4).

### Section 1.3: Things your Suppliers should be aware of

Access to the courtyard is for unloading only. Any vehicle that is not there for aesthetic reasons e.g. Horsebox bars etc should be immediately removed from the courtyard once unloaded, and parked in the car park field. Once the reception is under-way, there is no vehicle access to the courtyard; equipment shall need to be carried round (make sure that your band are aware, or time their arrival for when all guests are seated).

ALL suppliers must hold their own relevant insurance and ALL electrical equipment brought in must be PAT tested. Suppliers must confirm that they hold insurance with the couple in writing, and the couple must confirm that they have sought this information from suppliers by signing the relevant section of the itinerary (Appendix 1).

Suppliers must not drive over our grass/lawn including the triangle at the entrance to the carpark field. If they are unsure where to go on arrival, they should stop and call for assistance. Any damage caused will be deducted from the damage deposit.

Please read Section 6 which specifically refers to Caterers. A Temporary Event Notice is required for our venue if alcohol is to be sold on the premises (Please refer to Section 8). Please advise your bar supplier and caterers that as an organic and environmentally conscious venue we discourage the use of single use plastic 'glassware' and tableware.

Please advise your florist that we are an Oasis free venue. Also please see Section 2.2, 5.2 and 5.4 for florist related queries (dimensions, suspended plinth etc).

We do not supply any extension leads or hoses.

We recommend that suppliers that have not attended the venue before, meet up with the couple on-site to orientate themselves.

All suppliers should be made aware that we are a private family home, and not a 'commercial' venue with staff on-site and available 24/7.

## SECTION 2: WHAT IS PROVIDED BY THE VENUE

### Section 2.1: Outdoor Furniture List

- A crescent shaped rattan seat for 6 with a round coffee table and large cantilever parasol.
- An L-shaped rattan seat for 6 with a square coffee table and large cantilever parasol.
- A cafe table and parasol with 3 chairs.
- A cafe table and parasol with 4 chairs.
- 3 whisky barrels (these can be placed where you choose in the venue).
- Fire pit (this will be lit by our security/staff at 7pm, and should not be moved without our prior approval)

### Section 2.2: Indoor Furniture/Equipment List

- Essential lighting (see section 2.5)
- Suspended plinth for floral installations in Carriage Room
- A rustic pine dancefloor measuring 14' x 14'
- A Disco Ball
- Loos (Please see Section 3)
- Bar and accompanying shelving in Bar area
- Upright drinks display refrigerator (see Section 8.1)
- Ice freezer (see Section 8.1)
- An Easel
- Rustic cake display table

### Section 2.3: Tables & Chairs

We have fifteen 2'6" x 6' trestle tables. Table cloths are required; the height of the tables is 76.5cm (30"). The legs open out right to the ends, so leg space is restricted if a guest is placed at a table end. Three guests can be seated along each long side. You will find suggested table layout options for The Carriage Room in Appendix 2. The tables are stored in one of the stables. The tables should not be allowed to become excessively wet to avoid warping. They should be wiped down and returned to the stable when you clean-up (see Section 11).

We have 125 rustic pine cross-back chairs with rattan seats. They can be hired for £3.50 per chair. They are stored in one of the stables. They are not suitable for use over in the gardens, and should be protected from rain. They should be checked for damage/food spillages and returned to the stable when you clean-up.

Two high chairs are available. As they are stored in the stables, we recommend that they are wiped down prior to use. They should be wiped clean and returned to the stable after clean-up.

## Section 2.4: Hay Bales

We are able to supply around 40 hay bales for £100. A bale seats 1-2 people.

Please be aware that they will be stacked outside the walled garden under a tarpaulin, and that you will need to physically carry them into the gardens one at a time. Tarpaulins are supplied to protect the bales once they are set-out.

We have some blankets (in the stables) that can be used as covers. The blankets must be returned clean and dry to the stable upon clean-up. If there's a particular aesthetic you're after you can hire bale coverings from companies like 'brolly bucket', or contact other couples on the Facebook group to discuss sharing.

You will need to keep the bales protected from rain at all times (including after your ceremony), and re-stack the bales upon clean-up. If the bales get wet or there are excessive breakages, then the cost of purchase of replacement bales plus an admin fee will be deducted from your damage deposit.



## Section 2.5: Lighting

The following lighting is included in the venue:

- An uplighter in each corner of the Carriage Room
- Festoon lights along the beams in the Carriage Room
- Fairy lights as a backdrop for the band in the Archway
- Wall sconces, ceiling lights and table lamps in the Harness Room
- Strip lighting in the corridor and catering area
- Spotlights for Disco Ball
- Lights around the edge of the Courtyard
- Security/motion sensor lighting in the back car-park where the loo trailer is parked

You are responsible for switching on all lights, including the disco ball.

The up-lighters in the Carriage Room have a selection of colours to choose from. The skylight in the carriage room provides overhead natural light on a Summer evening. Candles/naked flames are permitted on the tables in the Carriage Room but should not be left unattended. Elsewhere in the venue only LED candles are permitted.

Your band will likely bring lighting of their own. Please ensure that they are aware that there are only two plug sockets (three if the fairy lights are not used) and using an extension cord to plug in multiple appliances may result in the electrics tripping.

Additional lighting is not required, but can add to the overall atmosphere and aesthetics. All the Kit are able to supply a festoon canopy across the courtyard and pea-lighting around the venue.

## Section 2.6: Staff/Security on-site

A member of staff will be available to contact during your wedding in case of emergencies. Emergency contact numbers will be provided, and a WhatsApp group created prior to your wedding, so that you can contact someone rapidly at all times. Whilst we like to be helpful (and will be if we can), as a dry-hire venue we are not responsible for meeting or directing suppliers into the venue, directing car-parking or other similar tasks related to the running of your day.

From 7pm a 'security guard' will be present, and patrol at intervals from the glamping field, to the car-park. This individual will also light the fire pit for you and top it up with logs as required (or at least ensure that logs are on-hand for guests to add to the fire). The Security guard will lock the Harness Room and Stables corridor no later than 12.30pm at which point all guests should have left the courtyard area (See Section 8: Music and Curfew).

We do recommend that you have a responsible individual at your party, who knows where trips switches, fire extinguishers and so on are located. The venue covers a large site, so in the event of an issue, it may take our nominated person up-to 15 minutes to arrive. It will be much quicker if you are able to trouble-shoot straightforward issues such as a trip-switch going yourselves (See Section 1.2 to avoid this happening in the first place).

We do occasionally take a holiday! If we happen to be away, we will always have a house-sitter or member of staff who is familiar with the venue available on set-up day and on the day of your wedding.

## 2.7: Waste

We do have commercial waste bins, which you may use for left over waste on clean-up day.

Under no circumstances are our bins to be used by the caterer or bar supplier to dispose of all of the waste from the catering or bar. These external suppliers should have quoted and planned for bringing in their own bins, or means of waste disposal. This includes any vans supplying late night food (e.g. pizza boxes etc)

The bins we have on-site have capacity for our Bnbs and most weddings that we hold here. If you have an above average amount of waste and our bins have been filled, then you must take the remaining waste away with you. Do not leave it bagged up next to the bins.

Please use the appropriate bins (glass, recycling, general). The bins should remain in the back car park. We ask that you avoid single use plastic and recycle where possible.

Green waste can be disposed of in the woodland surrounding the venue (ask us where the compost pile is). We are an Oasis free venue, however if some gets snuck in, please do not dispose of it on our compost.

We do not charge for glamping. Glamping guests should take all waste away with them, and are not permitted to use our bins.

Inappropriate use of our bins will incur deductions from the damage deposit (Section 12)

## SECTION 3: LOO FACILITIES

A 3+1 trailer, a small loo in the Archway (access code C2470Y), and an accessible loo in The Coach House (access code C1689Y) are provided on-site.

It is absolutely imperative that the Coach House and Archway loos be kept locked at all times during the reception. If your guests start to use these instead of the trailer provided, the pipes will back-up due to the increased volumes. If this happens then it is unlikely that we will be able to resolve it on the night (it's a specialist job), and deductions from your damage deposit might apply.

### Section 3.1: Loo Trailer

A luxury 3+1 loo trailer is included in hire. There are 3 loos in the female side and 1 loo plus urinals in the male side. This is sufficient capacity for 150 guests over a 12 hour period. The loo will be located in our gravelled carpark at the back of the venue (see floor plan Appendix 4).

Glamping guests can use the trailer on the Friday night however please note that the loo is not cleaned and re-stocked on the Saturday morning ahead of the wedding. On set-up day, you are able to use the small loo in the Archway.

### Section 3.2: Accessible and Disabled Loos

There is an 'accessible' loo in The Coach House. This loo is suitable for those that struggle with stairs or require a little assistance and a hand rail. For some wheelchair users it may not be appropriate. A purpose built disabled loo with hydraulic ramp can be hired from WET hire.

### Section 3.3: Showers and additional facilities

If spending a long time over in the gardens some couples hire a small additional loo for the car park field near the walled garden. Note that there is no power supply at this location. We recommend WET hire.

Some couples hire in a Shower block. This can be parked in the gravel car park with the loo trailer. Note that we do not provide a hose but there is a water point that can be used by passing a hose through the window at the bottom of the stable corridor. You may wish to unplug the hose during the reception as it will run across the access path to the loos and presents a tripping hazard.

## SECTION 4: WHAT AM I REQUIRED TO DO BETWEEN BOOKING AND THE WEDDING

### Section 4.1: Checklist

#### 6 months prior:

Final invoice paid

Insurance certs and PAT testing confirmed in writing from Suppliers

Join the Facebook Group if you have not already done so

#### 2 months prior:

TEN obtained by bar supplier if required (See Section 7)

Accommodation Paid

Itinerary signed and supplied to Venue

#### 1 month prior:

Check-in details forwarded to accommodation guests

Floor Plan (Appendix 4), directions (Appendix 5) and 'rules' (Appendix 6) forwarded to all Suppliers.

#### Day Before:

Set-up day

Identify trip-switches, fire extinguishers, cleaning equipment, First Aid kits and disco ball switches.

PLEASE NOTE: Any 'compulsory' accommodation (cottage and cabins) that have not been invoiced to friends/family/guests of the couple by 6 months prior, will automatically be invoiced to the couple.

Please ensure that all guests staying are aware of the check-in times and information, including rules and surcharges relating to the hot-tubs (Appendix 4).

## SECTION 5: ACCESS & SET-UP

### Section 5.1: Planning visits

We are happy for you to return for however many planning visits that you feel you need. Please feel free to e-mail to request a day and time that suits and we shall try to accommodate by leaving the venue unlocked for you.

Please do understand that the venue is predominantly a family home, and we both have full-time jobs outside of running the venue. We will always say hello when you return to visit, however any questions that arise during these visits should ideally be put into an e-mail.

### Section 5.2: Dimensions

The Carriage Room is 5.8m wide x 12m long. The doorway into the Carriage Room is 3.56m wide and 2.84m high. The beams are approximately 3.50m off the ground, and 4m apart. The floral plinth suspended between them is 2m long.

The area available for Band/stage set-up is 2m deep x 4m long. The dancefloor is 4.25m x 4.25m (14' x 14') The doors into the Kitchen Garden are 75cm wide.

The doorways into the Stables corridor and also the Bar area are 115cm wide and 228cm tall.

The Stables are each 239cm wide x 366cm long. On the back walls of the stables the feed and water troughs in each corner make the back wall a little narrower at one point. The doors into the stables are 110cm wide.

Please also see the floorpan for dimensions (Appendix 4)

### Section 5.3: Deliveries & Collections

You will have access to the Courtyard to set-up from 10am until 5.30pm the day before your wedding (usually a Friday). Please aim for deliveries to arrive during this time.

There are some suppliers that may request to deliver on a Thursday. This must be cleared with us, and also be marked in the itinerary. Some suppliers (e.g. those that we work with frequently) are able to deliver without being met. If the supplier needs someone to meet them, we do ask that you come and meet them yourself after clearing with us. Please do not use this as an opportunity to start setting-up earlier.

### Section 5.4: Access for set-up

You will have access to the Courtyard to set-up from 10am until 5.30pm the day before your wedding. Vehicles may access the courtyard to unload, however must then be removed and parked in the car-park field. The rear car park (where the loo trailer and taxi rank are) should also be kept clear of vehicles unless unloading. Access to the glamping field should be kept clear for emergency vehicles at all times.

Check-in to the accommodation is from 2pm; please do not access the cottage or huts earlier than this unless pre-arranged. For this reason we recommend that you bring some refreshments and snacks with you, or plan to break and go to the farm shop, as no kitchen facilities will be available until 2pm. You will find a small loo in the Archway (access code C2470Y) which you can use until accommodation check-in.

The suspended plinth in the Carriage Room will be lowered ready for your arrival, and re-hoisted at 5.30pm. If you would like it hoisted earlier, then please arrange a time with Rory in advance.

The tables and chairs and all other props will be found in the stables in the Corridor. When you



arrive, do crack on and make a start. There are ladders that you can use AT YOUR OWN RISK. Please do not hammer nails into our walls and beams; you will find that there are lots already in there.

On set-up day, ensure that a responsible person has walked around with us to identify the following:

- Light and disco ball switch on points
- Cleaning products
- Fire extinguishers
- First Aid kits
- Trip switches
- Key lock-ups (see below)

We will make sure that the dance floor is clean, however if people walk across it a lot during set-up it will get dusty. A mop is in the 'storage' stable and you may wish to give it a wipe last thing to refresh it.

Flowers can be stored at the end of the carriage room near the water source where it is dark and cool. We recommend closing the double doors to the carriage room once the flowers are in situ to avoid any wilting. Keep the doors closed until the last minute on the day for this reason.

Please ensure that the courtyard is evacuated by 5.30pm on set-up day. Those staying overnight should avoid walking back from the carpark via the courtyard if possible.

On the day of your wedding, your make-up artist may wish to arrive very early (often 6.30am). Often the Harness Room will be used for Hair & make-up. Please ensure that we are made aware of this in the itinerary, and that the make-up artist knows not to drive into the courtyard making a lot of noise! The Harness Room will have been locked over-night, so we shall need to either give you a key, or show you where the key will be left.

The cushions for the outdoor furniture will be stored in the boxes behind the furniture; we recommend that someone puts these out at the last minute in case of rain. The parasols should also only be put-up at the last minute if high winds are expected.

### Section 5.5: Unlocking the venue

The venue will be open for you when you arrive, unless you require access earlier (by arrangement) in which case the keys will be left in the key lock box (see below)

Small loo in the Archway - access code C2470Y

Front door to The Coach House and Lapwing Hut - keys shall be in the door. Access from 2pm

Back door to The Coach House - access code C1689Y from 2pm

Bustard Hut - access code C1567Y from 2pm

Key lock box in front porch of main house - 3632

The venue will be locked at 12.30pm by our Security Guard. The keys will be left in the lock box so that you can come in to clean-up on Sunday.

## Section 5.6: Accommodation & Glamping

The accommodation will be ready to check-in from 2pm on your day of check-in.

The keys shall be in the front door of The Coach House and Lapwing Hut.

The Bustard Hut access code is C1567Y.

The back door of The Coach House code is C1689Y

If you have rented the main house with a Thursday check-in, then you will check-in from 2pm. This will also mean that you have access to the courtyard and venue from this time to set-up.

Campers may arrive from 2pm on the Friday, and can drive into the glamping field to unload and set-up, but they must then park vehicles in the car park field. Campervans can remain parked in the glamping field. The rear car park (where the loo trailer and taxi rank will be) should be kept clear of vehicles. Access to the glamping field should be clear for emergency vehicles at all times.

We do not charge extra for campers. Overnight campers should be aware that there are no facilities; all waste must be taken with them, and the field left as they found it. They are not permitted to use our bins. There is no electric hook up or water point. Campers may use the loo trailer overnight, however if campers are staying on the Friday night, be aware that it will not be cleaned again on the Saturday morning.

Glamping companies will occasionally ask to set-up before the Friday. Unfortunately, because we usually have guests staying in the huts and cottage during the week, arriving to set-up any earlier than 10.30am in the glamping field on the Friday will not be possible under any circumstances. Glamping tents must have been removed by 2pm on the Monday at the latest.

## SECTION 6: CATERING

A designated area is provided for the caterers (see floorplan). It is an empty room with electric sockets and a water point (no sink). Outdoor catering can be set-up immediately outside the designated catering area in the courtyard. All catering equipment must be brought in.

The Catering area is on a separate RCD circuit to the wider venue.

We strongly recommend that equipment brought in is predominantly gas fired, and strictly NO electric ovens to avoid power issues. We have a document which details our facilities and technical specs (Appendix 3) and should be forwarded to the caterer prior to quoting.

Make sure that you ask your caterer to include the following in their quote:

- Waiting Staff
- Refrigerated trailer (if required)
- Glass, table ware & table cloth hire
- Clean-up and removal of their own waste (see Section 2.7)

Please note: If the caterer is providing a cash bar, then they will need to apply for a Temporary Event Notice (TEN; see Section 8.1)

### Section 6.1: Wedding Cake Storage

Please note that the venue is a barn and open space. We do not recommend leaving your cake out in the venue unattended for long-periods or over-night, where birds, vermin (or dogs!) might get to it. Where unavoidable, couples have left the cake inside the drinks display fridge or the ice freezer in the Harness Room with the power switched off at the wall.

The cake table in the Archway works well for displaying the cake on the day, as it stays relatively cool and is out of direct sun.

## SECTION 7: THE GARDENS

### 7.1: Ceremonies at the venue

We do not hold a Civil License. This means that ceremonies in our grounds are 'humanist' ceremonies or 'blessings' only.

You are welcome to use any garden location you wish for your ceremony or drinks, however please do consider the logistics carefully in advance. The closest vehicle access is at the main wedding carpark outside the walled garden.

We can provide hay bales for seating (Please see Section 2.4) or you can hire in chairs. We prefer that our chairs are not used over in the gardens.

There is no power supply in the walled garden or arboretum; some couples source wireless speakers/microphones, although most go without. The best place to ask about this is our private Facebook Group 'Kingsettle Couples'.

In the event of poor weather, the Archway and stables corridor make a lovely alternative for a ceremony. Ensure you have a 'Plan B'.



## Section 7.2: General use of the gardens

We do our best to get everything 'wedding ready', however the ground is inevitably uneven; there are divots and the occasional mole hill. Do be aware of the bodies of water and ensure parents of children are notified of their whereabouts.

If you plan to spend a long time in the gardens, consider hiring a loo to go in the carpark outside the walled garden (note NO power supply) and possibly some furniture.

We do not recommend encouraging guests to venture to the gardens once the party has moved to the courtyard or after dark.

## SECTION 8: BAR

### Section 8.1: Supply of Alcohol

If there is to be any sale of alcohol on the premises, then by law this must be overseen by someone that holds an 'Alcohol License'. This person will also be responsible for applying for a Temporary Event Notice (TEN). The company that is overseeing your bar will be familiar with these rules. Your TEN must be provided to us with your itinerary and displayed in the bar area, otherwise the sale of alcohol will not be permitted on site.

If you are supplying the alcohol yourselves, someone responsible must be manning the bar at all times. We recommend around 3 bar staff for 100 people.

We do not charge corkage.

We have a single upright display fridge, and a freezer for ice in the Bar. You will need to switch them on at the wall when you stock them. The freezer holds upto 75kg of ice.

Larger weddings (80 guests upwards) may require a refrigerated trailer (usually hired via your caterer) so that table wine and champagne for the toast can be pre-chilled. It's also useful for storing cheese, the cake and so on, and can be locked overnight. The trailer should be parked in the carpark by the loos, in a location that does not obstruct access for pedestrians, emergency vehicles, taxis or the view! You should ensure that someone meets the trailer when it is delivered and that it is parked in an appropriate location. Extension leads will be required.

## Section 8.2: Drinking water

We recommend that you purchase bottles of drinking water for the tables, and for over in the gardens. Hildon do glass bottles that look great on the tables, and also the Hildon spring happens to be very local.

We have two large kilners that you can fill with water and place on the Bar.

We are not comfortable with caterers and guests having continual access to The Coach House kitchen to fill jugs repeatedly with tap water, as this door should be kept locked (other than for accessible loo users).

## Section 8.3: Glassware hire

If not hiring glassware via your caterer, allow as a minimum:

For the table and toasts 1.5 times your guest numbers of:

- champagne glasses
- red and white wine glasses
- water glasses.

Plus:

3-4 x your guest numbers of evening glasses required.

Beer is easiest served by the bottle, and you can use the wheelbarrows we have filled with ice to display it.

We also recommend buying in disposable cardboard cups just in-case.



## SECTION 9: MUSIC & CURFEW

We provide a dance floor in the archway, which leaves a 2.5 x 6m area for the band/DJ to set-up. We do not have a stage.

**Three standard three pin double sockets on their own RCD circuit are available for the band to use.**

Lighting in this area is provided by a backdrop of fairy lights, and an up-lit disco ball. The band should be made aware of the access restrictions to the courtyard when the reception is underway.

The Harness Room and Stables corridor will be locked by 12.30pm latest and guests must have evacuated the courtyard no later than this time.

Due to licensing, music must be switched off at 12pm.

Taxis should not drive into the courtyard; there is a designated taxi rank by the loo block in the back car park. Guests must await their taxi in this location.

### Section 9.1 Speeches and PA system

We do not own a PA system. All the Kit have ones you can hire if you wish to continue with some music after the band have finished (they often finish at 11pm).

If using a microphone for speeches, the orator will generally position themselves in the doorway to the Carriage Room.

### Sectio 9.2: Taxis

Please advise your guests to organise taxis prior to the evening; we've had guests waiting until 3am before!

Taxis must wait in the designated taxi rank in the rear car park. They are not permitted to drive into the courtyard.

List of taxi companies:

Alpha Taxis (Tidworth) - 07585333495

Alpha Cars Andover - 01264444444

Absolute Taxi - 01980731115

Amesbury Taxis - 07399777754

Bourne Valley Taxis - 01264736155

Forces Cabs - 08085035923

Moonraker Travel - 01980880990

## SECTION 10: INSURANCE

We have Public and Product Liability insurance with the NFU upto the value of £10,000,000. Our insurance certificate is displayed in The Harness Room.

We do recommend that you take out your own wedding insurance to cover any damage caused to the venue by guests or suppliers, or unexpected cancellations.

### Section 10.1: Fire Safety

The fire assembly point is in the glamping field.

The locations of the fire extinguishers should be identified on set-up day.

The only candles permitted in the venue are in The Carriage Room and should be lit by your caterer ahead of the meal. They should be extinguished safely by your caterer when appropriate.

The fire pit should not be moved without consultation with us. It should be a safe distance from our building and from any tented structures/parasols etc.

Fire pits at the venue and accommodation are enjoyed at your own risk.

We have a fire risk assessment performed, PAT testing and fire extinguishers serviced for both the venue and accommodation annually.

### Section 10.2: First Aid

First Aid kits should be located on Set-up day.

There is one in The Harness Room, and another in The Catering Area.

If First Aid kits are used, then we must be notified so that incidents can be reported in the accident book, and the kit can be replaced. There may be a charge to the damage deposit.

## SECTION 11: CLEANING-UP

Clean up should be completed with all people off-site by midday.

You will find cleaning products in one of the stables, which will have been pointed out to you on Set-up day.

Some hired items will be collected on the Monday or Tuesday (at the latest). Leave all hired items to be collected tidily in the Carriage Room so that they can be accessed easily without instruction. The items are left behind at your own risk.

Please see Section 2.7 regarding use of our bins to avoid deductions from the damage deposit. Your caterer and bar supplier (see Section 6 & 8) should have taken the vast amount of refuse away with them on the night.

### Section 11.1: Checklist

- Walk the gardens, car park and glamping field to check for litter.
- Re-stack hay bales onto the trailer, and cover securely with a tarpaulin.
- Rake up hay and confetti in the gardens; dispose of it appropriately.
- Bring any props/blankets etc back from the gardens. Clean and put away.
- Inspect courtyard for rubbish, wipe down outside tables, and remove/dispose of ash trays.
- Put away all cushions; leave any cushions that have spillages on them out for cleaning.
- Remove all decorations, including flowers, and please dispose of them as directed in Section 2.7 or take them away with you.
- Wipe down tables and chairs, noting any damage, and return them to the stables.
- Sweep the Carriage Room floor thoroughly. Wash any spillages.
- Empty and clean fridge, freezer and Kilner Jars in Harness Room. Dispose of any rubbish.
- Wipe down surfaces and wash spillages in the Harness Room, including upstairs. Sweep.

- Sweep catering area and corridor and remove all items including rubbish that do not belong to Kingsettle Stud.
- Stack any hired items to be collected on Monday/Tuesday in the Carriage Room tidily (you leave them at your own risk). Make a note of any breakages or missing items, as you will be charged for them by your supplier. Check the flower beds for missing glassware!
- Return all items back to their original location. This includes any items that might have been removed from the accommodation e.g. mugs.
- Ensure that Lapwing and The Coach House keys have been left in the doors of the accommodation. Do not leave washing up in the sinks, and please ensure no 'lost property' has been left in the accommodation. Ensure that beds have been stripped, and used towels and bedding left on the floor. Notify us of any soiled bedding or vomit (it happens!) that might require immediate or specialist cleaning.
- Notify us of any damage and items that will need cleaning prior to the next wedding.
- Enjoy your honeymoon!

### Section 11.2: Survivors Breakfast

Breakfast on the Sunday morning is best arranged with the Cholderton Farmshop and Cafe which is a 5-10 minute walk from the glamping field, down the track to the farmyard. They usually open at 10am on a Sunday, but will open earlier by arrangement. Either way, we recommend giving them a heads-up!

You are welcome to cook breakfast in the glamping field however be aware of the following:

- barbecues/fires will not be permitted in the field where exceptionally dry and warm weather poses a fire risk
- All rubbish must be taken away with you, crockery washed up etc
- We only have fire pits with half grills at the accommodation (i.e. no large BBQ facility)

## SECTION 12: DAMAGE DEPOSIT

You will have supplied your bank details for return of the damage deposit in your booking form.

The deposit will be returned within 10 working days, unless there is an ongoing dispute/we are awaiting quotes for repair of damage.

Aside from the obvious, deductions may be made for the following:

- if excessive or specialist cleaning is required (e.g. nasty spills, glitter, broken glass)
- if we have provided extra services for you last minute (staff, chair hire etc)
- Damage to the accommodation, including loss of earnings resulting from future bookings being affected
- Any outstanding bills (e.g. hot tub usage)
- Any damage to our grass resulting from suppliers or guests driving over it; the main culprit here is the grass triangle opposite the car parking field entrance. We urge drivers not to just drive straight over it. Bollards have been placed but people still do it.
- Our bins being used inappropriately, requiring extra collections.

### APPENDIX LIST/LINKS

Appendix 1 - Itinerary Template

Appendix 2 - Carriage Room table layouts

Appendix 3 - 'Tech Specs'

Appendix 4 - Floor Plan