**Organiser’s Check List**

**Some things to consider when planning an event at Hidden Huntley**

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| --- | --- |
| **Before** | **Complete** |
| Guest number limit (50) |  |
| Car parking space limit (20). What about car-share/taxis? |  |
| Provision for guests with limited mobility. Lots of uneven surfaces, gravel & grass, so not ideal for wheelchairs |  |
| Loo – there is one (not disabled access) loo. You may need to consider hiring extra Portaloos |  |
| Rain cover (gazebos/stretch tent hire) |  |
| Heating – two braziers available (£10 each for all the wood you will need). Also two fan heaters available for the Studio |  |
| Catering provider (the house kitchen is not available) |  |
| Catering equipment hire & collection |  |
| Seating – for small groups, there are 14 matching white wooden chairs available (inclusive in price) |  |
| Tables – selection of tables available (included in price), plus tablecloths. £4 laundry charge per tablecloth |  |
| Lighting |  |
| Music (due to proximity of neighbours, music level to be agreed beforehand) |  |
| Bouncy castle hire – agreement regarding location required prior to event. PAT-tested electrics |  |
| Flowers |  |
| Provision for smokers – sand-filled flower pots available |  |
| Bins for waste – 1 large bin with liner available |  |
| Ice – 56L cold box and a large vintage zinc bath available |  |
| Basic first aid kit is available |  |
| 2 x fire extinguishers available  |  |
| Deposit to secure booking – more details in Booking Agreement |  |
| Balance payable before event – details in Booking Agreement |  |
|  |  |
| **During** |  |
| Please ask for new bin-liners if you require them. |  |
| **After** |  |
| Removal off-site of all event waste (bottles, food boxes/trays, bin bags etc) |  |
| Replace any Hidden Huntley chairs used, in the store |  |
| Replace any Hidden Huntley tables used, in the store |  |
| Box up all catering equipment & place in small barn ready for collection |  |
| Removal of any ‘dressing’ & decorations |  |