

Organiser's Check List

Some things to consider when planning an event at Hidden Huntley

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	