

Organiser's Check List

Some things to consider when planning an event at Hidden Huntley

Before	Complete
Guest number limit (60)	
Car parking space limit (17). What about car-share/taxis/mini-buses?	
Provision for guests with limited mobility. Lots of uneven surfaces, gravel, cobbles & 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 (£35 each for all the wood you will need). Three electric radiators and two gas super sers 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) and enough non-matching chairs for 30 people	
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 – 2 large bins with liner available	
Ice – 56L cold box and a large vintage zinc bath available	
Basic first aid kit is available	
1 fire extinguisher available in the Studio	
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 hired catering equipment & place in small barn ready for collection	
Removal of any 'dressing' & decorations	