The Pilgrims Rest
C1420

CODES OF GOOD PRACTICE TO BE FOLLOWED BY CATERERS, INCLUDING BAR SERVICES, OPERATING AT THE PILGRIMS REST.

These are designed to ensure a high quality, smooth running, legal and safe event for the couple and their guests.

1. **You must have full insurances including for damage to The Pilgrims Rest, any proof of PAT testing and food hygiene certificates where applicable.** Public liability insurance MUST cover a minimum of £2 million. Certificates or, where previously submitted, confirmation that are still valid in full must be emailed to The Pilgrims Rest Team at least 48 hours before arriving on site. Due to the historic importance of the building absolutely no suppliers will be allowed on site without relevant insurance documents.

2. **You MUST aquire a TENS notice at least 14 days before the event. This includes open, pre-paid bars and 'honesty' bars.** The Pilgrims Rest is not licensed so it is the responsibility of the bar provider to source this. You can obtain this by contacting Rother District Council.

3. You must have all legal and appropriate equipment on site, such as, but not limited to, fire extinguishers, fire blankets, first aid kits, etc – and appropriately trained personnel so as to comply with all relevant regulations.

4. **The Pilgrims Rest wedding team are on site as fire wardens, they will not aid the service you are providing to your clients. This includes but is not limited to glass clearing, washing up or serving drinks in your absence.**

5. The serving of alcohol **MUST** cease by 11pm. If the clients are opting for a Less is More or Beyond the Moon hire option, the serving of alcohol must cease 45 minutes before the end of the hire period unless the hire period is 12pm-12am, in which case the serving of alcohol must finish at 11pm.

6. **We expect the bar, kitchen and kitchen facilities including the Barn facilities to be left in a clean and orderly manner.** All rubbish, bottles & equipment must be removed from the premises by the bar by 12:30am. If the bar, kitchen & barn area is not left in a condition The Pilgrims Rest team see fit, a charge of £100 will be issued to the caterers or bar company responsible. We expect the following:

- Kitchen area
    - Kitchen to be cleared.
    - Work surfaces to be wiped down and disinfected.
    - Bins to be emptied (And washed out if necessary) and all waste removed from site.
    - Walls to be wiped down.
    - Equipment to be cleared **(If being picked up by Abbey Catering move to the barn & stacked neatly).**

    - Last walk round for glasses and rubbish to be done before staff leave; checking the gardens, hall, dining room, bar and kitchen. Staff cannot leave until all glasses are cleared.
    - **If the bar company switches to plastic cups for the last part of the evening, they must still be collected and disposed of by the bar staff.**

- Barn (if applicable)
    - Kitchen Barn to be cleared.
    - Work surfaces to be wiped down.
    - Bins to be emptied (And washed out if necessary) and all waste removed from site.
    - Equipment to be cleared (If being picked up by Abbey Catering stack all equipment safely & on top of worktops in the Barn).
    - Last walk round for glasses and rubbish to be done before staff leave; checking the gardens, hall, dining room, bar and kitchen. Staff cannot leave until all glasses are cleared.
    - **If the bar company switches to plastic cups for the last part of the evening, they must still be collected and disposed of by the bar staff.**

- Bar
    - Bar to be cleared and wiped down.
    - Cupboards to be emptied.
    - Drinks fridge to be emptied if the bar is supplying alcohol. Fridge to be wiped out if there are leaks.
    - Excess ice to be emptied into sink or removed from site.
    - Make sure all glasses & bar rubbish including bottles are collected before bar staff leave; checking the gardens, hall, dining room, bar and kitchen.
    - Any areas and equipment in the kitchens used by the bar staff to be wiped down and cleaned thoroughly as stated above.
    - Last walk round for glasses and rubbish to be done before staff leave; checking the gardens, hall, dining room, bar and kitchen. Staff cannot leave until all glasses are cleared.
    - If the bar company switches to plastic cups for the last part of the evening, they must still be collected and disposed of by the bar staff.
    - Caterers providing staffing for a bar must ensure the staff clear all glasses and bottles at the end of the evening and put them in the barn.

Please ensure you discuss in detail with the client the extent of the waste clearance you will provide and highlight waste that the client will be responsible for.

- Facilities at The Pilgrims Rest
    - Washing up facilities
    - Basic lighting in our indoor spaces
    - Standing fridge/freezer
    - Walk in cold room
    - Stainless steel workspace in both catering areas (limited)
    - We have no cooking equipment or further utilities.

7. You must have undertaken a risk assessment and shared it with The Pilgrims Rest events team 48 hours prior to the event.

8. The venue is as seen; other than basic lighting, **we do not provide additional cooking equipment nor utilities nor support**; you should be self-sufficient (including gas, electricity, water, waste management including waste water) to deliver the menu you are proposing. Any hot cupboards, etc. should be used inside the main building as the electricity supply to the barn is limited.

9. Nothing must be outside the back kitchen in the main building or barn; nothing must block fire exits or safe exit from the land. There are to be no extension leads from the main building to the barn and vice versa.

10. Any plates/equipment to be collected the following morning by Abbey catering must be left in the barn.

11. The rear part of the internal kitchen must have 900mm of clear width at all times as this is a fire exit when used for 30 guests or more.

12. You are responsible for the safe and legal removal and disposal of all waste from the site. No food or cooking waste, including fat, oils and grease must be poured down the sink or allowed to enter the drainage system; but must be removed from site. Any contravention of this will be reported to the appropriate authorities.

13. All deliveries, unloading and setting up needs to be concluded on the day before the event before 5pm for any Bells and Whistles wedding bookings. For any Less is More bookings access to the site is within the customers 12 hour booking period. There must be no noise or equipment deliveries an hour before the ceremony start time and during the ceremony. All boxes must be off-site or stored safely in the Barn by this time.

14. **All vehicles must be moved away from the back gate no later than 1 hour before the ceremony start time. No staff vehicles are to be left on site.**

15. **All catering & bar staff must be present for fire, health & safety briefing at least 1 hour prior to the start of the event.**

16. **The access to the property and site must not be blocked at any time from 1 hour before the guest arrival** - which Pilgrims Rest will notify you time - until after the guests have vacated the building.

17. Any work in the barn/kitchen must be quiet during the ceremony. **Doors to the building must not be opened, other than for an emergency evacuation or for requested ventilation, in the event of fire or similar emergency, during the ceremony. Any staff residing in The Bar must be respectful of the ceremony going on in the next room.**

18. No smoking on site by contractors, including in the front or back gardens; and no congregating outside the premises.

19. In the winter months the building can get cold quickly. **The back door to the kitchen must be kept closed at all times.** Please plan your catering and menus so that you are not going to and from the barn and leaving the door open.
20. No alcohol can be served or consumed one hour before a legal ceremony due to the Registry