

RULES FOR VISITING CATERERS - BY ACCEPTING A BOOKING TO WORK AT MICKLETON HILLS FARM ALL CATERERS AGREE TO BE BOUND BY THESE RULES



WE WELCOME ANY CATERER AT MICKLETON HILLS FARM. WE REQUIRE ALL CATERERS TO COMPLETE OUR **SUPPLIER BOOKING FORM** PRIOR TO CONFIRMING A BOOKING. ALL CATERERS MUST BE COVERED BY THEIR OWN PUBLIC LIABILITY INSURANCE AND COMPLY WITH ALL FOOD SAFETY STANDARDS AND LICENSING. CATERERS WITHOUT PUBLIC LIABILITY INSURANCE ARE NOT PERMITTED TO WORK AT MICKLETON HILLS FARM.

OUR POWER IS NOT UNLIMITED, ANY ADDITIONAL INSIDE OR OUTSIDE EQUIPMENT MUST BE DISCUSSED AND AGREED WITH MICKLETON HILLS FARM IN ADVANCE OF CONFIRMING A MENU IN WHICH IT WILL BE USED. (THIS INCLUDES SMALL ITEMS SUCH AS HOT WATER URNS, FAT FRYERS AND KETTLES).



HOW THE VENUE WORKS

Caterers are given full control and responsibility of the dining barn and kitchens.

DRINKS SERVICE

- Mickleton Hills farm provides all drinks throughout the wedding day. Caterers cannot provide or sell any drinks to the couple (except for hired jugs for service of tap water).
- Mickleton Hills Farm will serve reception drinks in the Grain Barn. Caterers must serve and prep all drinks for service in the dining barn. This includes any topping up of glasses, champagne toast pouring and bottle replenishment during the meal.
- The bar will be open and staffed by Mickleton Hills Farm throughout for guests to purchase additional drinks themselves
- A wine fridge is located in the kitchen for all drinks to be served by the caterers.

AFTER THE MEAL

- The catering team must clear all tableware, including glasses and empty bottles (bottle bins provided), leaving only table decorations and tablecloths. The Mickleton Hills Farm bar team will at this point collect any half/full bottles for free service at the bar.
- All hired glasses must be collected and repacked at this point. We ask glasses in use to be swapped to our bar plasticware. We work together with the caterers to achieve this. Plasticware can be collected by the catering team from the bar.

PROVIDED

- A fixed kitchen for caterer's use with fixed cooking equipment, preparation space and surfaces. Please see our kitchen plan below for more information.
- Up to 150 x chairs, 15 x 6ft round tables and 1 x 3ft round cake table for the dining barn.

NOT PROVIDED

- No loose equipment or utensils are provided. This includes but is not limited to knives, chopping boards, pans, PPE equipment, Ban Marie dishes, cooking trays, additional prep tables etc
- Tableware: All linen, crockery, cutlery and table glassware for the meal (including champagne glasses for toasting if required) will be needed. We ask couples to source these directly or via their caterer. Please discuss this directly with the hiring couple.



ACCESS

- Thursday 1pm-6pm and Friday 10am - 6pm (*Access for storage, table laying and deliveries. Cooking not permitted*).
- Saturday Wedding day 10am - 00.30AM
- Sunday 9am-12 midday or Monday 8am - 10am (For collections only).
- We are not available to receive deliveries or collections outside of these times. Please let Mickleton Hills Farm know when these are expected.



CLEANING & RUBBISH

- The kitchen and venue must be vacated by 00:30am on the wedding day by the caterer and left in the clean and tidy condition in which it was found. This includes sweeping and mopping the floor.
- Caterers must bring their own septic tank friendly cleaning products. Brushes, mop and bucket are provided
- All associated rubbish and recycling must be removed from site and disposed of by the caterer, including solid food waste. The sinks are for liquid waste only.
- Mickleton Hills Farm Ltd reserves the right to apply a cleaning charge to any areas not left as above. This will be invoiced to the caterer directly.



EQUIPMENT

- All brought equipment must show a current PAT test sticker.
- No additional fridges, inside or outside, may be plugged into the power supply of Mickleton Hills Farm.
- No baking parchment, foil or similar can be used in our rational SCC ovens as this can be sucked into the fans and damage the units. Caterers will be charged for any damage caused in this instance.
- All outdoor cooking must take place in our outside cooking area marked on our venue plan below. We do not allow any gas to be brought into our buildings under any circumstances. If used outside gas must be kept on our gravel, behind the low wall in this area.
- Windows and doors must be kept clear of equipment and displays in order to allow a safe exit in the event of a fire.



MICKLETON HILLS FARM STAFF FOOD

Daytime Caterers

- Staff food for 5 x daytime staff must be provided for our in house team. We ask this to be provided immediately after mains are served to guests.

Evening Caterers

- Staff food for 7x evening staff must be provided for our in house team. We ask this to be served before or alongside guest service.

Please note this doesn't have to be the same food that is served to wedding guests, hot simple lasagne or similar with a vegetarian option is common.



CATERING STAFF

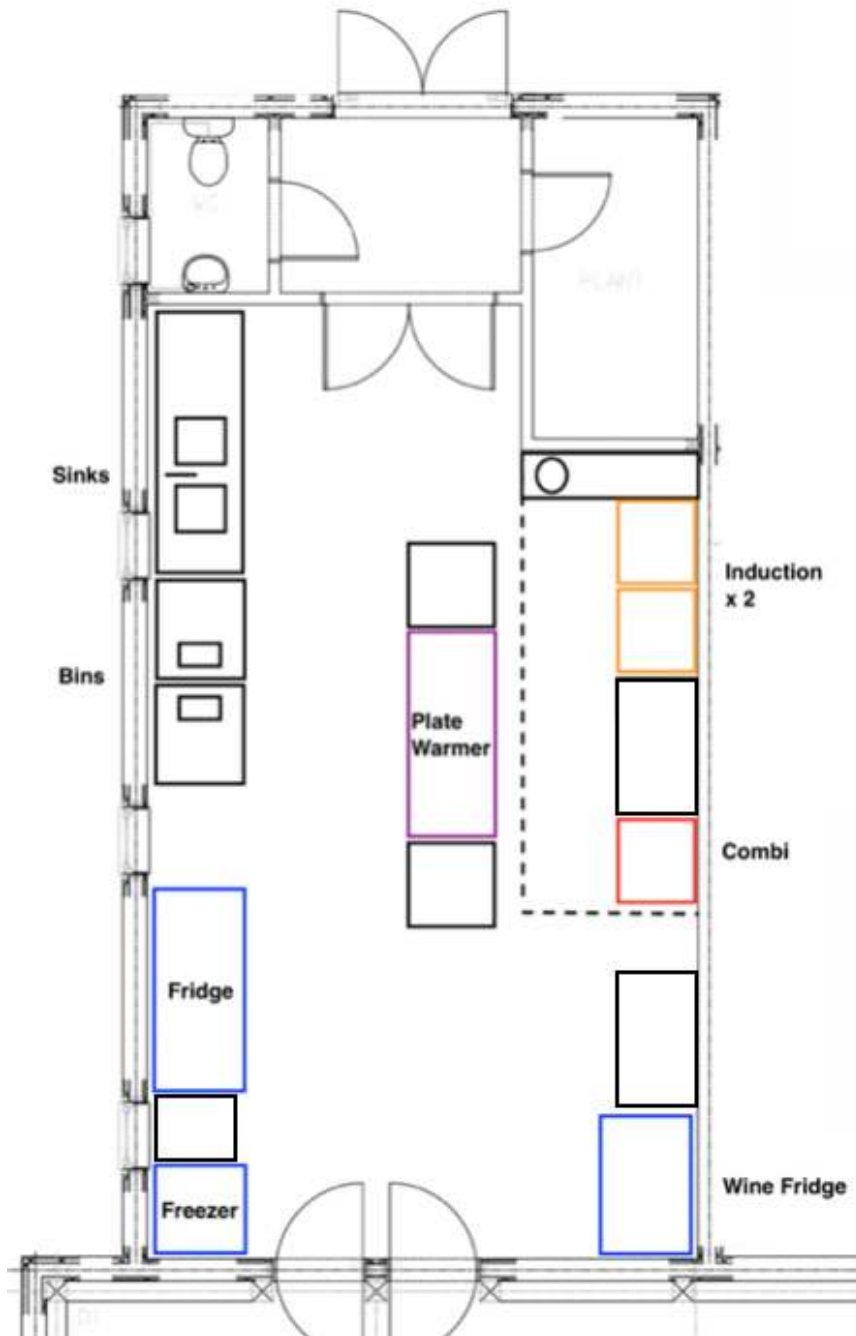
- The caterer is responsible for all staff they bring onto site throughout the event. A sign in sheet must be available on request.
- The caterer will be given a full walkthrough of the kitchen and site on arrival and is responsible for passing this information onto their staff members.
- Smoking is not permitted within any of our buildings under any circumstances. Smoking is permitted outside the buildings, in a designated area and staff must ensure that cigarettes are extinguished before returning to the buildings. Electronic cigarettes are also prohibited within our buildings. Please note there is a smoke alarm connected to the fire system in the staff room.
- In the event of a fire the caterer is responsible for checking all their staff are accounted for and reporting any missing staff to the Mickleton Hills Farm team.
- A staff room is located behind the kitchen for kitchen staff whilst they are on breaks. This room is shared with other suppliers and band members so must not be used for any food preparation activities.
- All staff accept full responsibility for their belongings and equipment when attending or setting-up an event at Mickleton Hills Farm. We accept no responsibility for any personal or commercial property brought to or stored at the venue.
- Mickleton Hills Farm operates a zero tolerance towards alcohol and substance abuse. Anyone found in possession or under the influence of illegal drugs or substances will be reported to the police and asked to leave the premises.
- All staff agree to be bound by all reasonable instructions of authorised representatives of Mickleton Hills Farm. Mickleton Hills Farm Ltd reserves the right to require a member of staff to leave if he/she is causing a disturbance, annoying other guests or staff or is behaving in an unacceptable manner.



PARKING

- Parking is available on-site for staff cars. Please ensure all staff park here and not in our main car park. Please keep these to a minimum and let the Mickleton Hills Farm team know of your requirements. Heavy vehicles (maximum 1) must be parked on hardstanding which is provided.
- We ask all staff to enter and leave our premises at a speed of no more than 10mph. Staff must respect all public rights of way and must be aware of walkers, riders and animals passing through our site.
- When leaving the premises all staff must be considerate to local residents and leave the premises as quietly as possible.
- All cars are parked at the owner's own risk. Mickleton Hills Farm Ltd is not liable for any loss or damage caused to any vehicle whilst on site. All cars must be removed from the venue by 00.30 on the day of the wedding.
- Staff Parking is found by heading down the main drive and following the left spur drive past the car park. Continue around to the rear side of the barns following the track. There is a banked area with low fence located behind the pole barn, please park neatly in here. This route is signed and marked on the venue plan below.

KITCHEN PLAN



Cook-line

2 x Lincat IH42 Induction Hobs

Provides

4 x 145mm induction rings
4 x 210mm induction rings

2 x 6 Grid Rational SCC61E 1/1GN Electric Self Cooking Centre / Combination Oven - Stacked

Full Extraction Canopy

Hand-wash Station

Prep Space throughout cook-line

Central Island

Hot Cupboard & Ban Marie
Thermostatic Controls

4 x 1/1GN Ban Marie (2 each end)

Service Space in centre

Fridges

Wine / Champagne Fridge

Williams reach-in upright Refrigerator - 1200 Ltr

Williams reach-in upright Freezer

Bins / Sinks

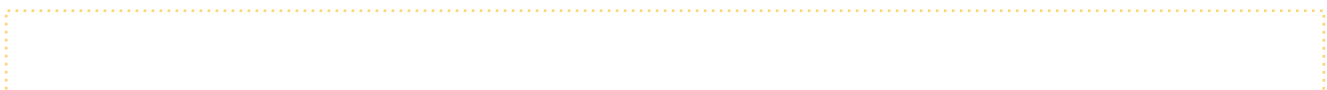
Deep Bowl sink with Fat Trap

Slim Bowl Sink

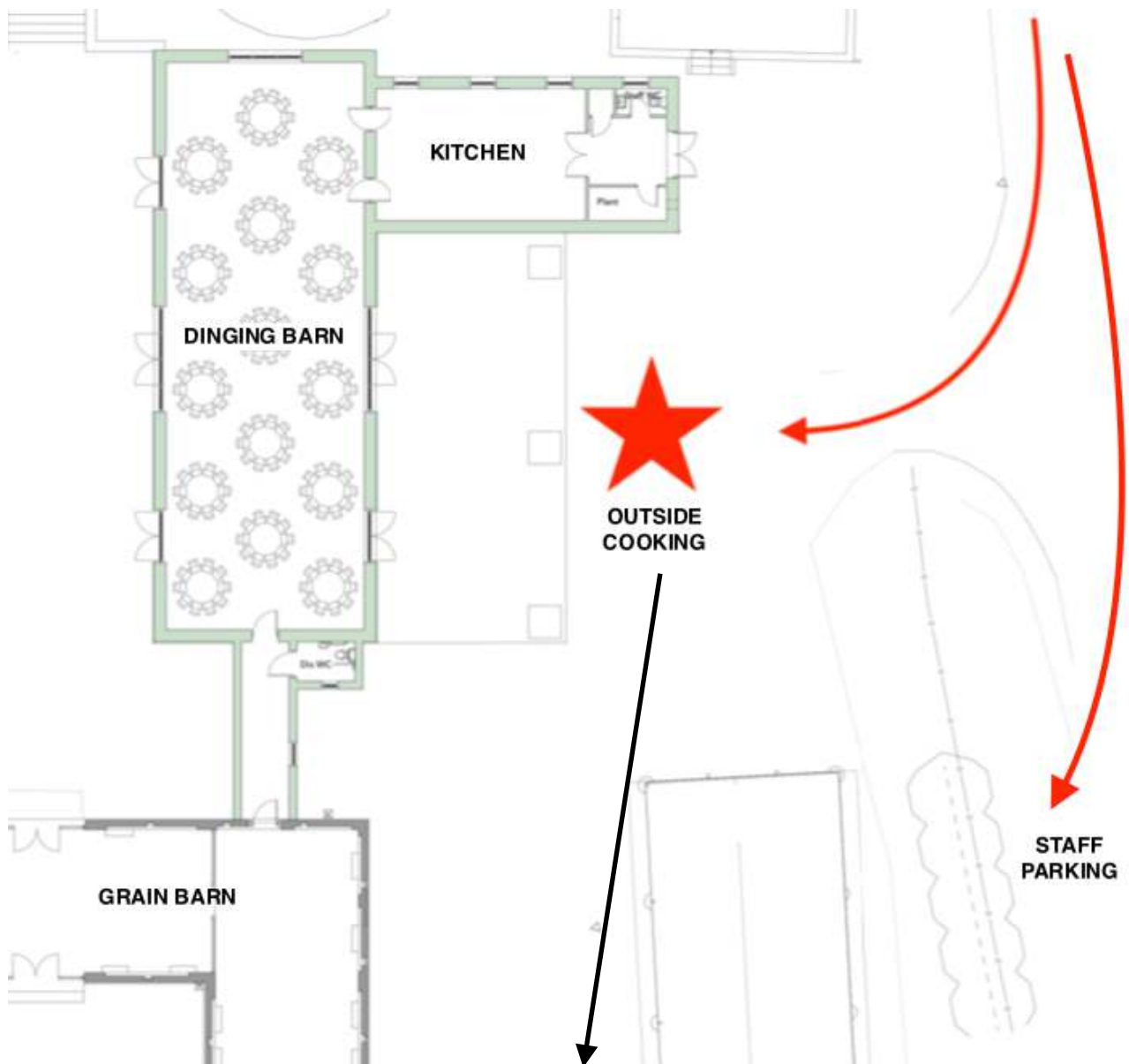
Bin tables with 2 x drop holes for separating waste







VENUE PLAN



CONTACT AND DIRECTIONS

MICKLETON HILLS FARM
FURZE LANE
CHIPPING CAMPDEN
GLOUCESTERSHIRE
GL55 6LJ

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CONTACT - DAVID OR SAMMY

