

## **RULES FOR VISITING FLORISTS & DECORATORS - BY ACCEPTING A BOOKING TO WORK AT MICKLETON HILLS FARM ALL FLORISTS & DECORATORS AGREE TO BE BOUND BY THESE RULES**



**WE WELCOME ANY FLORIST & DECORATOR AT MICKLETON HILLS FARM. WE REQUIRE ALL FLORISTS & DECORATORS TO COMPLETE OUR *SUPPLIER BOOKING FORM* PRIOR TO CONFIRMING A BOOKING.**

**ALL FLORISTS & DECORATORS MUST BE COVERED BY THEIR OWN INSURANCE, HAVE THEIR OWN PUBLIC LIABILITY INSURANCE AND COMPLY WITH ALL HEALTH & SAFETY ACTS. CEILING INSTALLATIONS ARE ONLY PERMITTED WHEN THE SUPPLIER IS COVERED BY THEIR OWN INSURANCE & PUBLIC LIABILITY INSURANCE.**



### **HOW THE VENUE WORKS**

- Florists & decorators take full responsibility for their full installation, personal safety and that of their staff.
- No hanging ropes or hoist systems, ladders or access towers are provided by Mickleton Hills Farm.
- If hanging flowers, chandeliers and garlands etc in our oak framed dining barn, a way of hanging must be found where no wet or dirty elements, flowers or foliage will be in contact with the oak to prevent staining. Please contact Mickleton Hills Farm if you have any questions ahead of confirming any hanging installations with any booking couple.
- No vases or displays can be placed on top of our exposed oak and no water must be used in any way that could damage our beams as water marks will permanently damage our exposed oak.
- On our ceremony tables any displays must allow room for the Marriage register, a protective matt must be provided under the arrangement and vases must not contain water.
- All brought equipment must show a current PAT test sticker.
- No real candles, open flames or similar are permitted at the venue



### **ACCESS**

All ceiling installations must be installed on the Thursday to allow time for table laying and set up

Please let Mickleton Hills Farm know when you plan to arrive and install. Access to the barns is available at the following times

- Thursday 1pm-6pm.
- Friday 10am - 6pm
- Saturday Wedding day 10am - 00.30AM
- Sunday 9am and 12 Midday - all installations & displays to be removed by Sunday 12 midday



## HANGING & HELP WITH HANGING

The bottom of all beams in both barns are 4.2m from the floor. The ridge height of both barns is 6m from the floor.

Mickleton Hills Farm is unable to lend ladders or any access equipment to any third party.

Mickleton Hills Farm offers a hanging service at a rate of £40 per hour including 2 people and a very tall ladder.

This is offered provided:

1. The objects to hang have been discussed and agreed with Mickleton Hills Farm in advance.
2. The objects are of a reasonable weight to be lifted manually.
3. A suitable method of hanging is provided by the florist or decorator.
4. A representative from the florist or decorator with decision making authority is present.
5. Installations will be hung under florist or decorator's instructions and to their specifications. Mickleton Hills Farm will take no responsibility for any installation hung with help of our staff.
6. Mickleton Hills Farm takes no responsibility for any damage caused to any item whilst installing.



## BARN HANGING POINTS

We have designed the barns to facilitate most decorations.

All of our beams have lights hidden on top of them but we have left the following free spaces for your use in the dining barn

- 300mm space located centrally on each main beam
- 500mm space at each end of the main beams
- Curved supporting side trusses

The florist/decorator must ensure that nothing is affixed to the floors, walls, ceilings or beams by nails, screws, drawing pins, staples or such like that may cause a permanent mark or damage to the buildings or beam-work.





## CLEANING & RUBBISH

- After set-up the barns must be left in a clean and tidy condition with all non-display materials removed.
- All rubbish and recycling in relation to floristry/decorations must be removed and disposed of by the florist/decorator.
- If used any installation equipment including (but not limited to) ropes, vases, structures and flower stands used by the florist/decorator must be removed and collected no later than 12 midday the day following the wedding.
- We kindly ask all florists/decorators to use only septic tank friendly cleaning products if required



## SAFETY

- Windows and doors must be kept clear of decorations and displays in order to allow a safe exit in the event of a fire.
- The Florist/Decorator is responsible for all staff they bring onto site throughout the event. A full list of staff on site must be available on request.
- The Florist/Decorator will be given a full walkthrough of the site on arrival and is responsible for passing this information onto their staff members.
- In the event of a fire the Florist/Decorator is responsible for checking all their staff are accounted for and reporting any missing staff to the Mickleton Hills Farm team.
- 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 which connects into the main fire alarm in our staff room.
- 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.
- Mickleton Hills Farm Ltd reserves the right to require any supplier or member of their staff to leave if he/she is causing a disturbance, annoying other guests or staff or is behaving in an unacceptable manner.
- All suppliers and their team agree to be bound by all reasonable instructions of authorised representatives of Mickleton Hills Farm Ltd in relation to the conduct of the function.
- All suppliers and their team 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.



## PARKING

- Parking is available on-site for supplier's cars. Please keep these to a minimum and let the Mickleton Hills Farm team know of your requirements.
- We ask all suppliers to enter and leave our premises at a speed of no more than 10mph. Suppliers 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 suppliers must be considerate to local residents and leave the premises as quietly as possible.
- All cars are parked at the owners' own risk. Mickleton Hills Farm Ltd is not liable for any loss or damage caused to any vehicle whilst on site.

## CONTACT AND DIRECTIONS

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