

DRY HIRE CHECK LIST

Please complete as many of the sections below

Space specifics – For the Venue to Complete

1.1 Name of space / room hired:

1.2 Dimensions (approx.) of space hired:

1.3 Any special instructions for any areas (e.g. no tape on floor / blue tac etc)

1.4 Max Capacity of the Space

N.B. Any guests exceeding the final number given by the client may be refused entry to the ground and venue.

About the Event

Have you done this event before? If so Where?

What is the purpose of this event?

How many people will be attending? Minimum and maximum numbers.

Accessibility

Do you require car parking? If so how much?

Do you have any attendees who have specific accessibility requirements? If so, please specify what.

Audio/ Visual

Are you looking to hire any AV equipment?

Are you bringing your own AV? If so what?

Security

An additional charge will be levied for security to the ratio of 2 stewards for the first 100 guests and 1 additional steward per 100 guests, or part of. The security numbers will be based on your final numbers. Any additional guests over the final number give may be refused entry to the ground.

Would you like to hire additional security from us (this will be chargeable)?

Will you also be providing any of your own room guards? If so through which company?

Food

Are you providing food for the event? If so:

What type of food?

Who is the caterer? What are their contact details?

Alcohol

Please confirm if you are serving/providing alcohol? Please be aware you cannot use the bars in the room.

Please confirm who the personal license holder will be at your event? And their license number?

Insurances

Please confirm all your suppliers are covered by valid public liability insurance? Can you please provide a copy of these?

Waste

Cleaners are not provided for in the room; rubbish needs to be dealt with by you team and needs to be placed in the outside bins

Will you require bins in the room?

Deliveries & Collections

All deliveries will need to arrive the morning of the event or at earliest the afternoon prior to the event

Questions for the caterers:

As standard we will require:

- 3rd party use of catering facilities (document) need to be signed
- Need to know what equipment will be used in our kitchen. Will then send relevant documents once spoken to HSE manager which require to be signed
- Require method statement (send document) outlining how to ensure a safe procedure for serving food
- Require a risk assessment from Catering company
- Require public liability insurance from Catering company

- Require hygiene record (check with HSE manager)

Additional Documents may be required- this must be check with the HSE manager

On-site Equipment

What equipment are you using in the kitchen? If you are not using the kitchen access cannot be given to hot/boiling water or any cooking equipment including but not limited to microwaves.

Please be aware that we do not provide: crockery, cutlery, trays, linens, staff or other sundries other than furniture.

Off-site Equipment

What are you brining on site?

Are you taking all your equipment back with you?