



# GATE STREET

## ACCESS, DECORATION, DELIVERY & COLLECTION

### ACCESS

**ALL** access to The Barn outside The Hire Period must be authorised and between 9am-4pm.

Access will be denied if another event is taking place.

Access for collecting items the day after **MUST** be via the back of the kitchen **ONLY** and vehicles **MUST** be parked outside this door. Vehicles must not be parked elsewhere, and especially in the office car park and items carried through any other area of The Barn. This is **EXTREMELY** important when another wedding is taking place on the collection day. Please ensure anyone picking up on your behalf is aware of this. The Collection area will be shown to you when dropping off.

Guests staying in the accommodation must be told there is no access to The Barn the next day. This is extremely important when another wedding is taking place on the collection day.

### DECORATION

We understand decoration is more convenient the day before your wedding or event but unfortunately, we cannot guarantee access as another event may be booked at any time. Please ensure you plan to decorate on the day **ONLY** and if you do have access before it is a bonus!

If decorations need to be hung, we only allow small nails/tacks on wood only and with a light hammer (we do not supply these). Nothing can be put on any paintwork. Nails, pins, glue, sticky tape, blue tack etc. can be used without authorisation.

Nothing is allowed to be attached to the woodwork in The Atrium or Orangery. Nails have been placed in the Orangery for decoration purposes and measurements are available on our "Useful Measurements" document.

If ladders are required, the Declaration of Responsibility statement must be signed by the user. We are happy to email this to you. You and your helpers **MUST NOT STAND ON CHAIRS OR TABLES.**

No decoration can be added to the very high beams in The Barn or the dried hops on the beams in The Pheasantry. If anything is added to the chandeliers it must be easy to remove and you may be asked to do this yourself. Plastic cable ties cannot be used to attach anything to the chandeliers.

EAT | WORK | PARTY | SLEEP

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Items which need power must have a PAT certificate or be less than 1 year old and leads cannot be a trip hazard.

All areas must be left as found after decorating with the emphasis on chairs and tables being put back in exactly the same position.

You particularly need to make the above information clear to friends and family who are helping.

## DELIVERIES

**ALL** deliveries **MUST** be authorised, in office hours only and not when another event is taking place in The Barn.

Superstore deliveries must be ordered with no substitutions and items such as drink must be delivered in boxes.

## COLLECTIONS

Within reason, at the end of the evening, our bar staff will collect all your belongings and place them in collection storage ready for you to collect the next day.

**ALL** collections **MUST** be complete as early as possible, and no later than 9.30am the following day unless authorised.

All vehicles to be used for collection **MUST** park outside the kitchen doors only and not be parked somewhere else with items being carried through any other area of The Barn. This is extremely important when another wedding is taking place on the collection day.

Please note equipment from your suppliers, such as lighting and sound equipment, must be collected on the day of the wedding if it will hinder the cleaning of The Barn.

## SUPPLIERS AND PROPS

Any large items hired in such as Sweetie Carts, Light up Letters, Flower Walls etc. must be set up on the day and collected at the end of the evening. Please arrange for collection with your supplier.

Anything left overnight will need to be stored outside so as not to hinder the cleaning of The Barn.

If you are not sure if an item needs to be collected on the evening, please contact the office to discuss.



EAT | WORK | PARTY | SLEEP