

A decorative border at the top of the page consisting of numerous vertical streams of small gold dots and star-like particles, creating a shimmering, rain-like effect.

Heathcote & Co

Events

Self-Catered Package 2024



FAQ'S

Q: Who will be on-site?

A: There will be a Duty Manager on-site along with a small team of logistics to oversee the event. Their tasks will entail being the designated point of contact and washing any of our cutlery, crockery and glassware.

Q: Who will be dealing with my event in the build up?

A: All pre-event correspondence will be done directly with one of our Event Coordinators.

Q: What happens if a Match is announced for our event date?

A: In the event of a sporting fixture being announced, this will always take precedence and therefore is covered within our booking contract T&C's. If a fixture is announced for your event date, we can offer a date change free of charge or a full refund of any monies paid.

Q: What happens with deliveries on the day?

A: All deliveries on Event Day are to be managed by the customer and/or their suppliers.

Q: How will the room be set when we arrive on-site?

A: The room will be laid out as per your agreed floor plan provided to the Event Coordinator. Any changes on the day are at the discretion of the Duty Manager. Any significant changes will incur additional costs and be deducted from the event bond.

Q: Who will be responsible for cleaning?

A: The on-site team's responsibility on the night will be all our hired equipment. The kitchen and all other event spaces are the responsibility of the caterer and/or other suppliers. All kitchen waste must be bagged up and placed into a cage provided. All waste from the event room must be bagged up and placed on the cage for our team to dispose of. All kitchen equipment must be cleaned and returned to us as it was given to you. It is the sole responsibility of your suppliers to clear any cutlery, crockery and glassware to the Kitchen at the end of the event.

FAQ'S CONTINUED

Q: Is there anything we aren't authorised to bring on-site?

A: The Stadium have outlined a number of policies that must be followed. Please see separate document

Q: What are the set-up and de-rig times?

A: The package includes event space hire for 12 hours (12pm-12am) this is to include any set-up or de-rig of any equipment. Anything above and beyond this must be agreed with your Event Coordinator and may incur additional charges.

Q: Can we use the bar for our event?

A: The package as it is does not include use of our bar. We include corkage for you to provide your own beverage and serve either on the tables or from a drinks station. Our bar will only be accessible if it is our beverage being sold and served by our team.

DURING THE EVENT

As the customer, you are responsible for the conduct of your guests and suppliers whilst on-site. It is your responsibility to ensure all parts of the venue are made good including the kitchen and all event spaces before you leave the venue.

BOOKING CONTRACT

To book and confirm your event with us a booking contract will be drawn up outlining the package you are agreeing to along with all of our terms and conditions that must be read and understood. You will be expected to sign and return the booking contract to us.

A signed copy of our third party agreement form along with a 25% deposit made within 7 days of all documentation being signed.

Until the above is completed there will be no further discussions or planning taking place..

SUPPLIERS

Any supplier who is booked to attend site to provide any service for your event are required to provide us with the below essential information prior to their arrival on site. No suppliers will be allowed access on-site without this being in place

Non-Catering Suppliers

Paperwork required:

- Public Liability Insurance Certificate
- PAT Test Certificates (electrical equipment over 12 months old)
- Risk Assessments
- List of all equipment being brought on site
- Fire Rating Certificates (anything over 1mx1m)

Catering Suppliers

Paperwork required:

- Public Liability Insurance Certificate
- Health & Hygiene Certificates
- Food Safety Rating Certificate (we do not accept any caterers with less than 4*)
- Risk Assessments
- Allergen Sheets
- Record of Temperature check sheets given to the Duty Manager before leaving
- Third party use of catering facilities form signed and returned
- Terms & conditions form signed and returned

If your caterer has never been to our Stadium it is essential that they book a site visit with your Event Coordinator to come on site and have a demonstration of the equipment. Caterers will not be allowed access to the equipment without completing a site visit.

It is your responsibility to ensure all suppliers have made good of the kitchen and event spaces. If this hasn't happened Heathcote & Co reserve the right to deduct any costs from the event bond.

PACKAGE

Suite Hire for your Event
(12:00 - 00:00)

Kitchen Hire
(for heating purposes only)

Standard Tables and Chairs

White Table Linen

Stage and Dancefloor

Corkage

Cutlery, Crockery and Glassware
(one sitting only)

A small team to oversee the event

Two executive boxes for use on the day

Event Security

Complimentary on-site parking

Starting from £5,000 inc. VAT

an additional £1,000 event bond will be due 7 days prior to your event day taking place

Heathcote&Co *Events*

Want to know more?

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