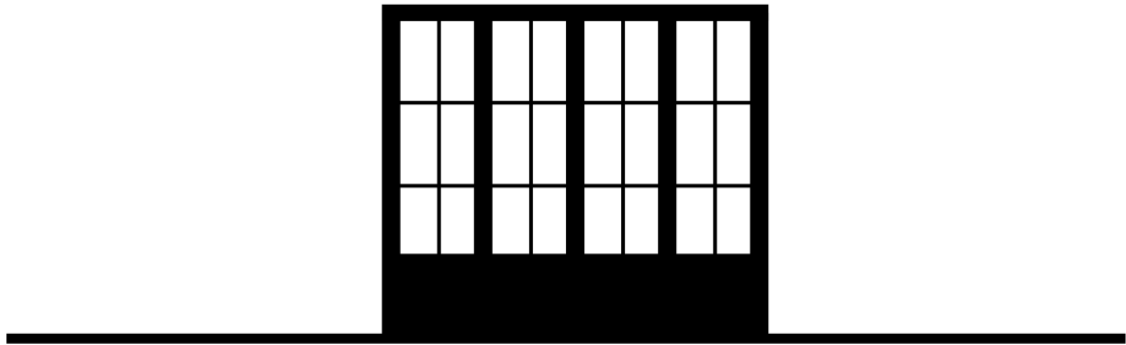


100 BARRINGTON



Updated Terms & Conditions
and
a Guide for Catering Partners
at
100 Barrington

Accessing 100 Barrington

- Access to 100 Barrington for full-day events is from 9 a.m., from this point the catering team will have access to the catering space (known as Arch 540). After this time, ovens, flatware, glassware, and all other catering supplies can be delivered to the venue.
- It is the Caterer's responsibility to ensure that a member of their team is on site to meet subcontractors who may be making deliveries. This does not need to be the Event Manager. We will require the name and contact number of this person at least 24 hours in advance.

Departing From 100 Barrington

- Unless due to extenuating circumstances – and only then when expressly agreed with 100 Barrington – all catering equipment must be collected on the night of the event. These collections should be scheduled between 01.00 and 01.45 (02.00 and 02.45 for some events) from the main black gates on Barrington Road, post code SW9 7JF.
- All food waste must be removed by the Caterer on the night of the event.
- For all other waste, 100 Barrington will provide specific bags for glass, recycling and general waste. All liquid should be emptied prior to putting glass in bags. All bags should be put in the large wheelie bin provided in the car port area. No bags should be left on the floor in the car port area.

Staffing & Event Management

- It is the Caterer's responsibility to ensure that the event is appropriately staffed at all times, with well trained, experienced staff.
- As our partner, the Event Management and supplying of a designated Event Manager falls under your purview. Some clients may be bringing an additional wedding planner, or coordinator, but the overall Event Management for the event must be through you directly.

- The Event Manager must be on site for the duration of the event.
- The Caterer must appoint a point person who is the main point of contact on the day for 100 Barrington's Duty Manager and the client's Wedding Planner; this should be your allotted Event Manager.
- The designated Event Manager must be on site until the end of the event.
- The venue must remain sufficiently staffed until the end of the night; for a reception of over 100 people, there is a minimum of four bar staff required.
- All staff must be over the age of 18.
- You must ensure that all staff are legally permitted to work in the UK.
- In addition to staffing the kitchen, it is the Caterer's responsibility to ensure that ample staff are scheduled to cover:

For all hires:

- venue set-up
- food service
- waste management
- clean down

In addition, for Mixed Hire:

- bar stocking
- reception drinks
- reception staffing
- glass collection

In addition, for Dry Hire:

- bar staffing
- collecting glassware
- bar de-stocking
- clean bar space

Setting and Clearing

It is the Caterer's responsibility to coordinate and staff the setting and clearing of each space for each section of the day.

This includes:

- setting and clearing of chairs for the ceremony;
- setting, decorating and clearing the tables and chairs for dinner;
- setting and clearing for dancing;
- setting and clearing for evening food;
- clearing down any remaining furniture at the end of the evening.

It is the responsibility of the Caterer to ensure that all chairs and tables are transported to and stowed in the rear of Arch 540 in an appropriate manner.

In addition to furniture, it is the Event Manager's responsibility to ensure that all decoration is removed from the space at the end of the evening.

Running the Bar

Clients at 100 Barrington are offered the choice of Dry Hire, Mixed Hire (weddings only) and Wet Hire, full information on which can be found [here](#).

If the client chooses Dry Hire, staffing the bar falls to the chosen Caterer.

Please bare the following in mind when event planning:

- All glassware must be hired in for the event and will be returned to the subcontractor unwashed.
- There is no glass wash facility available for Dry Hire at 100 Barrington.
- All bar paraphernalia, including tongs, shakers, ice buckets, bottle openers, knives, chopping boards must be brought in.
- 100 Barrington does not have ice machines, nor do we have freezer space available; the delivery and suitable storage of ice is the responsibility of the Caterer.
- The shelving behind the bar is an antique and needs to be respected by staff working behind the bar. Chopping boards should be used at all times without exception and surfaces should be kept clean and dried off on a regular basis.
- The bar top is zinc and will mark when coming into contact with anything acidic (lemon juice etc.). 100 Barrington appreciates that it is a working bar and obviously there will be spillages etc. but would appreciate it if you could please make sure all staff are aware of this.
- If anyone under 18 years of age is found with alcohol both the child and adult accompanying them will be asked to leave the venue immediately.
- Service of drinks: Outside of a seated meal, the service of drinks must be made by a member of staff; guests may not help themselves.
- 100 Barrington are the only providers of a pay bar.
- 100 Barrington operates a Challenge 25 policy at the venue. Therefore, anybody who appears to be under the age of 25 MUST be asked to provide photo ID to prove that they are over the age of 18 (e.g., passport, photo driving licence, or valid photo ID card with a holographic mark such as Citizen Card, Validate, or an EU Identity card). Security staff will be monitoring this, but please ensure all your staff are aware.

If the client chooses Mixed Hire, staffing the bar falls to the chosen Caterer up to and including dinner, after which our Barrington house team take over the bar service. Please bare the following in mind when event planning:

- Unless agreed otherwise, all glassware used for a Mixed Hire is Barrington's house stock; if a client chooses not to use our glassware, enough glassware must be sub-hired to cover the evening bar service, too. If a client asks you to hire glassware for a Mixed Hire, please speak to [Dan at Barrington](#) before confirming an order to ensure that the chosen glassware is suitable for the evening service.
- The Caterer is still responsible for clearing all glassware used for the dinner service.
- The bar will be partly stocked ready for the evening; please brief your staff that this is not to be used during the day.
- The fridge at the right-hand end of the bar and the main bar back will be at your disposal for the preparation and service of reception drinks.
- As soon as dinner has started, your team will need to clear all of your daytime stock away so that the bar can be set and stocked by the evening team.
- All unused drinks should be stored in the Duty Manager's office for collection by the couple the next day.

If the Client chooses Wet Hire, the bar provision is only available through 100 Barrington.

In Arch 540

- No gas is to be used on site.
- All electrical items brought on site must have been PAT tested and be up to date.
- Power ports must not be overloaded; ovens and other appliances with a large pull on electricity must be appropriately spread; the Barrington Duty Manager can confirm this on the night.
- Arch 540 must be fully clear and cleaned clear before you leave the premises, this includes all food waste to be taken off site.
- Damages to the property or fixtures and fittings in Arch 540 by staff members whether accidental or otherwise, or any acts of vandalism will be paid for by the Caterer.
- There are fire alarm heads in 540 which, if triggered, sounds across the venue and may necessitate an evacuation of the whole of 100 Barrington. Please bare this in mind when using the arch.
- As stated above, ALL food waste and remnants must be removed from the premises on the night of the event by the carter. This may not be disposed of in 100 Barrington's bins.

Info For Clients

For your information, this is the excerpt from our client info pack about booking Caterers:

You have now nailed down your venue and confirmed your registrar. Now comes the fun bit: choosing your Caterer.

100 Barrington have partnered with a [wide selection of catering teams](#), creating a rolodex that can cater for just about every budget and palate. These Caterers have been chosen because of their ethos, the quality of what they produce and because they fully understand the idiosyncrasies of our venue and the expectations therein. Do note that we do not receive any sort of commission for your booking with any of our partners; these are simply individuals and companies in whom we have confidence.

We cannot stress the following piece of advice strongly enough: we highly, highly, HIGHLY recommend that you book one of our partners to cater for your wedding. Please note that if you are set on using a Caterer outside of our pre-approved list, there will be a surcharge of £250+ VAT to cover the additional staffing and management required.

The role of the Caterer here at Barrington is not just cooking and plating; they also have considerable additional responsibilities that most catering companies would not expect. Please do [make contact](#) with any of the team here if you are considering a Caterer from outside our list.

A quick note about meals for others: whilst you are by no means obliged to, it's customary for meals (main course only) to be provided for the wedding photographer, duty manager and security staff at your wedding – adding these six extra meals to your schedule goes down a treat with the staff working for you that day.

Whilst we are hovering around the subject of food, we heartily recommend supplying your guests with some evening sustenance; this is especially important if you are inviting evening guests.

All of our catering partners offer evening catering packages; these are usually either circulated by waiting staff or served as an evening buffet.

Choosing evening food from a Caterer different to your main supplier has additional complications that need to be factored into your planning; please make sure you [talk to us](#) before you book a separate Caterer.

We recommend serving your evening food no earlier than 9 p.m.

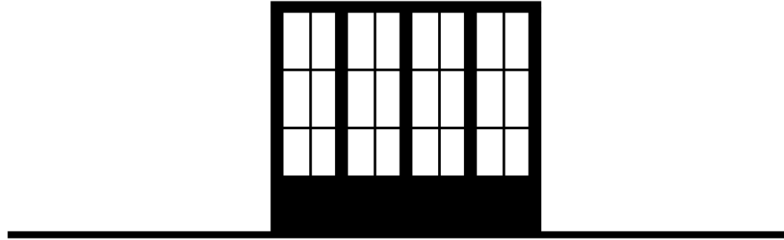
Alcohol, Drugs and Smoking

- 100 Barrington operates a zero-tolerance policy to illegal drugs being brought onto the premises. Anybody (including staff) found with illegal drugs in their possession will be evicted from the venue immediately. SIA security personnel will conduct searches at their discretion if they suspect drug use by anyone on site.
- In addition, staff must not be taking prescription medication with side effects that will impede their ability to perform their allotted task.
- Staff must not arrive at 100 Barrington under the influence of alcohol, nor may they consume ANY alcohol whilst on shift. Any member of staff found to be intoxicated will be asked to leave.
- 100 Barrington operates a no-smoking policy on site for staff. If staff wish to smoke during a break, this must be done behind the venue, on Brixton Station Road. Staff must not be identifiable as Barrington staff and must thoroughly remove any smell or trace of having smoked before returning to their shift.
- Once their shift has been completed, staff may not socialise in areas open to guests.

At 100 Barrington in General

- No open flame to be used on site, including candles.
- The staff toilet in arch 540 is fitted with a SaniFlow system. It is the responsibility of any supplier bringing staff on site who use this toilet to make sure that their staff are aware that nothing except toilet paper is flushed. Any damage caused to the SaniFlow system (and the associated costs) due to other items being flushed will be the responsibility of the supplier.
- CCTV is in use in our premises as a condition of our licence, this is for maintaining public safety, the security of property and premises and for preventing and investigating crime.
- All certificates relating to Caterers needs to be provided to 100 Barrington at least one month prior to an event that you are providing catering for.

100 BARRINGTON



Agreement

The Updated Guide for Catering Partners 2022, Update 1

By signing below, you certify that you have read, understood, and agree to all terms and conditions laid out in the document above.

Signed by supplier	
Name of supplier	
Company name	
Date signed	