



SUPPLIER INFORMATION

If you have been chosen by one of our lovely couples to be one of their suppliers, then congratulations! Here you will find all of the information that you may need to know when working with us ...

Opening times:

Here at The Beverley Barn we open at 09:00am and close at 00:00 hours on a wedding event (NB: hours are different for other types of events, please ask the team for access hours).

The cleaning team are usually in the barn until 3:00am and the management team will usually have left site at around 1:00am.

If you require access after the Barn has closed, you must contact us on info@thebeverleybarn.co.uk at least 7 days in advance of the event so that we can confirm with the team that there will be someone available to provide access for you.

General:

There will always be one supervisor onsite. This will be your main point of contact. They are likely to be wearing all black with a country, chequered waistcoat & name badge. Please contact us on: info@thebeverleybarn.co.uk if you require knowledge of who the on-day coordinator is.

In regards to drinks, The Beverley Barn can provide you with tea, coffee and soft drinks free of charge. Any alcoholic beverages must be paid for over the bar.

If you require food, your food will be served after the guests have been served first.

For ease of communication between us, other suppliers and the catering team please send a proof of email confirmation from the client that a meal has been booked and paid for with the caterer.

Catering equipment must always arrive on the day of the client's event and be taken away that same day. We do not have storage for equipment.

In terms of getting changed, you can either use The Snug (with prior agreement from the clients) or you can use the disabled toilet.

Fireworks are not permitted.



Décor:

We don't offer a weekend package to couples as such and often have back-to-back events, therefore the Barn may not be available the day before their wedding for set-up.

If you require access the day before you must check the availability calendar on the website two weeks prior to the event and then email info@thebeverleybarn.co.uk to check available access times.

We will store any left or forgotten items for up to two weeks after the event, space permitting.

Real candles are permitted but must be kept on a candle holder or contained in a vase.

We are not venue stylists and will not put chair sashes on the backs of chairs. If the ceremony room needs to be changed around for the wedding reception, we require you to come and do the room turn around.

Our team will be on hand to move tables, chairs and linen.

Any equipment left at an event for use by the clients into the evening will be stored in the outside lock-up until collection the following day.

These lockups have padlocks on and you will need to contact the supervisor on shift that day to get the code for the lock-up. You can contact them on info@thebeverleybarn.co.uk or in an emergency call: 01482 450290.

Photographers:

We politely ask that you do not climb on the walls, pillars of the walls, tables or chairs. Please provide your own ladders if required or ask The Beverley Barn Team if you would like to use ours. We take no responsibility for any accidents which may occur.

It is important to inform us if a sparkler shot is going to take place or if smoke bombs are to be used. Sparklers are not to be lit inside the barn.

If required, drone licences must be sent prior to the event to info@thebeverleybarn.co.uk



Musicians, Singing Waiters, DJ's and Bands:

For licensing reasons there cannot be any religious references in the ceremony.

Please try to avoid tracks with swear words.

No drinks are allowed on top of the DJ booth whatsoever.

You must provide all equipment necessary.

We require all equipment to be PAT tested and insured.

Please send certification to: info@thebeverleybarn.co.uk

We can provide singing waiters with an apron.

Our team will be wearing a white shirt, black trousers and black shoes.

Please inform us of any smoke machines or dry ice prior to the event.

Confetti cannons are only permitted if biodegradable and only if pre-agreed by The Beverley Barn and clients as there is a £50.00 cleaning surcharge.

Last orders must be called at 23:15.

Music must cease at 23:30 prompt.

Amplified music cannot be played outside.

Please do not unplug our PA equipment. If anything needs moving, please ask the coordinator on shift.

Cakes:

Please provide an allergens & ingredients list prior to your arrival.

We can't wait to welcome you!

The Beverley Barn Team