

HERITAGE HOSPITALITY CRITERIA & CONDITIONS FOR CATERING AT THE GUILDHALL

Health and Safety and Food Hygiene

- Ø All caterers must comply with current food safety legislation. A comprehensive documented food safety system and associated monitoring records must be available in order to demonstrate the company's policies and practices. Council officers may request to see this document at any time. For further advice and information please go to www.food.gov.uk.
- Ø Caterers may be subject to inspection by officers in the Food and Trading Standards team of Bath & North East Somerset Council whilst on site.

Heritage Hospitality places a high priority on the Health, Safety & Welfare of those present in premises under our management. We expect any person working in our buildings to comply with current Health and Safety legislation. For example:

- Ø All electrical equipment brought in by a caterer must be PAT tested.
- Ø All staff must be competent in the use of kitchen equipment.
- Ø Entrance and exits must remain unobstructed and immediately available for exit during the whole time the premises are in use.
- Ø A generic Risk Assessment for working in the Guildhall should be produced, and a copy of this should be sent to us prior to working in the building.
- Ø Caterers need to be aware that Bath & North East Somerset Council operates a No Smoking Policy in all of its buildings.

Insurance

- Ø Caterers must be able to demonstrate that they have adequate insurance cover for public indemnity and accidental damage.

Licensing

- Ø Caterers must comply with licensing laws with regards to the sale and provision of alcohol. If providing alcohol the caterer must ensure that a Personal Licence holder is on site throughout the event and that he or she co-operates with the requirements of the venue staff.

Guildhall specific issues

- Ø Caterers should ensure that their choice of menu is appropriate for the facilities available at the Guildhall.
- Ø The Caterer's Banqueting Manager should be present in the building for as long as the caterer is present.
- Ø The Banqueting Manager should ensure that all equipment (including all cutlery and crockery) is removed from the building at the end of the event. Any areas that the caterer has been responsible for should be left clean and tidy. Any spillages must be cleaned up immediately.
- Ø All food and any other rubbish/waste must be removed from the building at the end of the event.

- Ø Caterers are expected to take care not to damage the fabric of the building, fixtures or furniture. Any damage caused by caterers will be recharged in full. Caterers need to ensure that they are adequately insured for such an eventuality.

Access and entry to the Guildhall

- Ø All catering staff should identify themselves on arrival, and sign in to the Guildhall visitor's log.
- Ø We regret to say that the Council can not provide parking for catering vehicles. However, between 4.30pm and 1.30am on Fridays and Saturdays one catering vehicle may be parked in the Guildhall car park. At all other times it is recommended that the caterer unloads by the south door of the building. The nearest long stay parking is available in Manvers Street car park (next to the Police Station).
- Ø Doors should not be left open and/or unattended at any time as this poses a threat to the security of the building. The Banqueting Manager is responsible for the security of the doors whilst loading /unloading.
- Ø Please check that your client has booked sufficient preparation time, as caterers will only be able to access the building at the pre-arranged time.

Complaints and defects

- Ø On arrival any defects or cleaning issues should be referred to the Event Manager in the first instance, or to the Heritage Hospitality team.

Emergencies

- Ø Before an event commences catering staff should familiarise themselves with emergency exits and also the designated assembly point, should an evacuation be required. In the event of an emergency the Banqueting Manager must ensure that all staff under his/her control are evacuated to the assembly point. The emergency assembly point for the Guildhall is Kingston Parade on the far side of Bath Abbey
- Ø Please ensure that adequate provision is made for administering first aid to your employees in case of accident or injury. The caterer should also make provision for replenishing and maintaining the equipment and facilities provided at the Guildhall.
- Ø Please advise the Event Manager immediately in the case of any accident or emergency.

Please sign one copy of this document and return it to the Heritage Hospitality team at The Pump Room, Stall Street, Bath, BA1 1LZ

Name of company.....

Contact name.....

Tel. Number.....

Signature.....

Date.....