

# SERVICE PROVIDER INFORMATION

We want your function at Bedford School to be as safe and trouble-free as possible. We are committed to providing a safe environment for our users and have undertaken a risk assessment of typical functions for which the school is used.

From this risk assessment we have developed a set of rules that must be satisfied by both the hirer and their service providers prior to and during the event. Any breach of the rules would be seen as grounds to stop the function with no refund given.

## *Service providers*

Prior to the event:

- Copies of Portable Appliance Test (PAT) certificates for all electrical equipment to be brought onto the premises must be submitted to the wedding co-ordinator no less than two weeks before the event.
- Proof of Public Liability Insurance (PLI) must be submitted to the wedding co-ordinator no less than two weeks before the event.
- A list of all equipment and stock to be brought onto the premises must be submitted to the wedding co-ordinator no less than one week before the event.

Failure to provide this information could result in equipment not being permitted on the premises, leading to a particular service being unavailable for the function.

On the day of the event:

- All service providers should appoint a site contact, who should make themselves known to the Duty Manager upon arrival at the school.
- All equipment will be checked by the Duty Manager to ensure it has been tested for electrical safety.
- Service providers are expected to bring all necessary equipment to enable them to perform their duties. The school will not supply any equipment (this includes accessories such as extension leads etc).

- All equipment and stock must, where possible, be transported to the Great Hall via the lift. In the event of lift failure, the stairs may be used with due care and attention. Heavy items and all bar stock must be transported on trolleys. Lift procedure must be followed at all times; misuse (including overloading or holding the doors open) will cause it to fail, which may lead to forfeiture of the hirer's deposit.
- Trailing electrical cables should be avoided, where possible, and covered if they are absolutely necessary. No tape is permitted in the Great Hall – cables must be secured where necessary with flexible rubber or PVC cable protectors.
- Service providers are expected to clean as they go and, if necessary, include an extra staff member to enable them to do this. Any spillages must be cleaned up immediately. All refuse created by service providers should be removed from the premises; Bedford School is not able to lend the use of refuse facilities to clients.
- The bar should be set up in the Great Hall or one of the adjoining rooms, in order to prevent spillages and the risk of slips and falls on the stairs.

Failure to follow instructions from the Duty Manager during the event will result in the service provider being asked to leave the premises and not being permitted to provide services at future functions.

## *Hirer*

The hirer is responsible for ensuring that all service providers are given a copy of this information card, that they provide the required information prior to the event, and that they comply with the rules laid out herein. The hirer is also responsible for liaising with the Duty Manager and ensuring that all service providers comply with their instructions.



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[bedfordschool.org.uk/weddings](http://bedfordschool.org.uk/weddings)