

**Beales Hotel
Kitchen hire charges &
external catering guidelines**

£5000

This includes hire of the;
Buckland Suite
Salisbury Suite
Kitchens & associated equipment
Cutlery, crockery, glassware
Linen
Tables, chairs
2 complimentary bedrooms
Easel
Table number stands & numbers
PA system
Free standing lectern
Allowance to supply your own
beverages, unlimited quantity

Room hire timings

Kitchen – from 11am until 10pm
Buckland – from 11am until 12pm
Salisbury – from 11am until 12pm
Radwell bar – from 11am until
11pm

Checklist prior to event

Obtain copy of Public liability
insurance to value of £5 million
Obtain PAT certificates for any
portable equipment
Obtain copies of risk assessments

Details of kosher requirements on
day (ovens/work-
surfaces/fridges/blessings)
Obtain copies of any deliveries
Obtain details of equipment & set
up requirements of caterers
Show-round of kitchen by head
chef
£500 breakages deposit
Signed contract

Checklist on the day

Formal handover from duty
manager to caterers at 11am
*To include orientation, fire
procedure & key contacts*
Formal handover from caterers to
duty manager at 10pm
*To include inspection of
kitchens. The kitchens should be
left in a suitable state after the
event. This includes surfaces &
sinks cleaned. All bins and bottle
skips emptied. Floors swept &
mopped.*

NB. Please note that there will be a
small segregated area at the end of
the kitchen where we will be able
to produce cold items for our hotel
guests.