

Beales Hotel
Kitchen hire charges & external catering guidelines

£4500

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

Should your caterer require Beales Hotel to provide staff to fully service your event this can be arranged at a supplement of £500

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

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.