

Supplier Information

Barn Access Hours

The day before:

11.00 am – 5:00 pm for Saturday weddings

1:00 pm – 5:00 pm for Monday to Thursday weddings

The wedding day:

8.30am until 1 hour before ceremony

Evening suppliers please liaise with the event coordinator to ascertain the appropriate set up time so as not to interfere with meal service.

The day after:

Midweek Weddings: 9.00 am – 11.00 am

Weekend Weddings: 10.00 am – 1:00 pm

Vehicular Access

Vehicles are not permitted anywhere other than the car park except for loading and unloading. Suppliers are to park in the overflow car park, which is on the left after entry through the main gates. Access for loading and unloading is strictly limited to the fire door to the left of the building signed 'Suppliers'. For larger items only access via the roller shutter will be given from the on duty manager or coordinator.

Should you be unable to gain access please contact the member of the team who has coordinated the event on the following numbers:

Paul: 07843 646943

Lauren: 07999 795037

Jess: 07596 923412

James: 07815 594533

Requirements/Certification

- All electrical items must be PAT Tested and all suppliers must have Public Liability Insurance. PAT Testing and Insurance certificates must be emailed to the event coordinator ahead of arrival.
- A risk assessment for any structure or installation including high flower arrangements must be provided and emailed to the coordinator.

General Terms

- Bunny Hill are not responsible for any damage, loss or theft that may occur to property, vehicles or equipment when on site or on the approach lane to Bunny Hill.
- The PA System & Mixer Desk at Bunny Hill cannot be used as part of your essential set up.
- Bunny Hill is not able to provide storage for any items.
- Please leave the venue clean and tidy, taking any rubbish away with you.
- Any items left on site will be classed as lost property and kept for 72 hours.
- Set up must be completed in the above access times unless previously agreed by management.

Social Media & Copyright

- Bunny Hill reserves the right to take and share any images including products from suppliers.
- Please provide us with your social media tag and please tag us when sharing any images.

For your comfort

- Food will be served after the guests have been looked after. DO NOT enter the kitchens or demand food at a specific time. We are aware of your schedules and will endeavour to serve you as quickly as possible.
- Please send email confirmation from the couple that a meal has been booked with the caterer. Food may not be provided without this.
- Bunny Hill provide a 'Green Room' for use of suppliers which contains a fridge and toilet facilities. This room is where your personal belongings must be stored; and this is your space to use as a changing area. Under no circumstances is the Lounge Bar in the venue to be used for bag storage or changing.
- Soft drinks are available in the Green Room. Any beverages ordered from the bar must be paid for.
- No drinks are allowed on the stage unless they are in a non-spill container.

Florists & Venue Stylists

- The ceremony room floor must not be wet – please provide sheeting to protect the floor if arranging in situ.
- Flowers/vases may not be placed on the window cill unless on a mat.
- We don't allow anything to be placed on the stairs or handrails.
- We don't move items of décor from one room to another.
- Chairs in the ceremony room are not moved into the wedding breakfast/main hall.

DJs

- Please inform us of any smoke machines, pyros or dry ice prior to the event.
- We request all DJs make regular announcements to avoid glassware on the dancefloor.
- Confetti cannons are only permitted if biodegradable and only operated inside by Bunny Hill staff if deemed appropriate.

Fireworks

- We like to aim for 10pm however in the summer months if it is still light we permit them until the 11pm curfew.

Photographers & Videographers

- No climbing on the pillars of the walls.
- Please provide your own ladders if required.
- Drone licences to be sent prior to the event.
- We would love it if you could please provide 3 – 5 images for a blog post within the week.
- We will always tag you when using your content, images with your branding are not ideal.
- Please note you MUST inform the lead coordinator before using any of the following; Sparklers, smoke bombs or confetti.

Musicians

- No religious references in the ceremony.
- Avoid tracks with swear words.

Singing Waiters & Performers

- Our standard uniform is a white shirt and black trousers, we will provide a Bunny Hill apron.
- Please contact Ellie from our caterers, Hog & Apple, to discuss timings on 07493 394578.
- Please do not unplug our PA equipment.
- We do not have any licence restrictions or noise limiters at the venue.

Cake Suppliers

- Please note our in house caterers operate a nut free kitchen and will not be able to cut any cakes that contain nuts.
- Please provide an allergens & ingredients list prior to your arrival.

We look forward to working with you soon.

Any queries will be responded to quicker if you reply to the coordinator who made contact with you initially. Should you receive an out of office reply please try yourday@bunnyhillweddings.co.uk

Kind Regards
The Bunny Hill Team