



Rules for Functions in Historic Buildings – Caterers

1. Candles must be enclosed in glass containers for fire protection and restricted in number to one candle for every two guests. Only smokeless candles are permitted.
2. No deep fat frying
3. The feet of all tables and those chairs that can scratch floors must be rubber-tipped.
4. Lift and carry all items through the building, or use trolleys – never drag or roll items along the floors or over e stairs, inside and outside.
5. Trolleys and buckets must have rubber-type wheels. Plastic wheels scratch and gouge historic floor and are prohibited.
6. Stack chairs no more than 4-5 high when moving them inside the building (10 high is acceptable outside).
7. Do not stack anything against panelling or walls, inside or outside, unless specifically authorised by the conservation department. Blankets must be placed on floors before stacking commences, and on walls before leaning items.
8. No historic furniture can be touched or handled in any way, and nothing can be physically attached to historic building property or contents (except 14 below).
9. Window seats, benches, etc, may only be used by express permission, and must be protected against spillages, scratches and such.

10. Access in to display areas is not permitted.
11. Bar, buffet, table and coat rack locations are to be agreed. In general these should be sited 1.5m away from historic walls, contents and display barriers.
12. Place waterproof floormats under all bar and serving areas. These must cover the bale underneath and beyond by 1m to fully protect floors. Certain marble and stone floors in preparation and cooking areas may also require protections.
13. All spillages are to be mopped up immediately using water only. All food remains are to be removed the evening of the function, to prevent pest problems. Tear resistant bags are to be used.
14. Keep electric cables to the edge of rooms and cover with cable protector. Taping to the floors requires permission by the conservator, as tape can damage floors. Only use lo tac tape agreed by the conservator. Lamps are to be distanced from the wood panelling to prevent heat damage.
15. Florist and other decorations removed from tables must not be placed on the floor, hearths or windowsills unless the surface has been protected with plastic sheeting.
16. Any damage is to be reported immediately to the conservator on duty in order to minimise repair costs.