



LIGHTWOODS

— PARK & HOUSE —

WEDDING
SUPPLIERS



All suppliers booked to provide services to event bookings must provide us with the following no later than 6 weeks prior to the wedding in order to provide services. Failure to do so will result in us denying their participation in the wedding:

Public Liability Insurance with a minimum liability of £5,000,000.

PAT testing certificates for all electrical equipment being used.

Risk assessments and method statements if applicable.

All external caterers must provide evidence of the additional following documentation 6 weeks prior to the wedding in order to provide services. Failure to do so will result in us denying their participation in the wedding:

Documentary confirmation that the caterer is registered as a food business with a Local Authority and a food hygiene rating score of '4' (Good) as a minimum

Food hygiene training certificates

A documented food safety management system

Allergen policies and procedures

Risk assessments

Information on what sort of power they will require

The catering process will take place between the Client and Caterer. The Client must be aware that the caterer must provide all catering equipment, table cloths, cutlery/crockery and staff to prepare, serve and clear away.

No candles, chinese lanterns, open flames or gas of any kind are permitted at Lightwoods House, Shakespeare Gardens or Lightwoods Park.

The vendor is liable for any damage caused will be assessed by a Sandwell Metropolitan Borough Council appointed surveyor, and the client will be liable for any repair costs.