

### York House Catering Waiver Application

Please note the following information must be forwarded to us before your chosen caterer is able to work at York House. We must have the relevant information on file no later than **8 weeks** before your event date. If you have any queries, please contact us as soon as possible.

Hirer's name	
Date of Event	
Rooms/times booked *	

\* Please note that the time booked must include **all** time required for set up before your event and clearing after your event. If you are unsure please contact us to discuss.

#### Caterer's Details

Company Name	
Contact details (name, number & email)	

#### Requirements

Requirement	Date Received / completed
Public Liability Insurance document (min £5 million)	
<p>Method Statement + To include but not limited to:</p> <ul style="list-style-type: none"> <li>• Date of event</li> <li>• Times of arrival, clearing &amp; service</li> <li>• Type of refreshments being provided</li> <li>• List of equipment to be used and power consumption (watts &amp; amp) for any electrical equipment. If known, please include proposed location for any equipment.</li> </ul> <p><b>N.B. A risk assessment may be required based on the information provided in the method statement. This will be confirmed on receipt of method statement.</b></p>	
PAT testing certificates for any electrical items	
Caterer visit to York House	

+ Please note this is for our reference only. It is the caterers/customers responsibility to ensure that our Terms and Conditions are met. This includes ensuring that there are no flammable liquids, gels, gases or candles on site and that any electrical items have been PAT tested. This office is not responsible for noting if anything listed in the method statement is not permitted under our Terms and Conditions and is brought on site. If these items are brought onto site you will be asked to remove them and will not be able to use them.

Power consumption information is requested to ensure that items can be used at York House without overloading our electrical circuit. Any requests for special arrangements (outside catering space, use of BBQ/hog roasts etc.) still need to be discussed with a Customer Service Officer and written permission obtained.