

AINTREE VENDOR INFORMATION

At Aintree Cottage, our aim is to ensure an optimal experience for our Client. It is crucial to bear in mind the compliance standards we must follow. As professionals in the industry, it's our responsibility to uphold a demeanour of respect and care for the venue and everyone operating within it.

GENERAL INFORMATION FOR ALL VENDORS

- *All suppliers are to hold a current public liability certificate and other mandatory insurances and licenses under WA Law and provide a copy to the Client (if not a preferred supplier).
- *Bump in times coordinated by the Client or On Day Coordinator.
- *Bump out for all suppliers is strictly by 10am the day after event.
- *Staking into the lawn is not permitted.
- *Vehicles to always remain on gravel areas.
- *Suppliers to use designated supplier parking area during event.
- *Suppliers are not permitted to drink alcohol whilst providing a service during an event.
- *Be familiar with T&Cs for your service. Request from client or Aintree. Also located in cottage & all-purpose room.
- *Be familiar with Code of Conduct. Located in stable bar, all purpose room, cottage, ablution block, smoking area.
- *Be familiar with Fire Safety Plan. Located in stable, all purpose room, outside dormitory room 4, laundry.
- * Equipment must comply with Australian Safety Standards.
- *Reticulation comes on at 4am on all lawn areas.
- *Cleaning supplies (brooms, pans etc) located in stable storeroom, all purpose room, laundry, and ablution block.
- *Power cords are NOT to be trip hazards.
- *Smoking/vaping in designated smoking area only next to ablution block.
- *Deliveries/pick-ups are to take place when the client is on site during booking period.

BAR

It is the responsibility of the team running the bar to always ensure responsible service of alcohol during every event at Aintree Cottage. Kindly understand venue limitations and ensure responsible disposal of all recyclable items.

Bar staff to have one large yellow top recycling bin for wine bottles. Use small black bins for 10c recyclables. Fold down boxes and leave to the side. Only place in yellow bin at the end of the evening if space.

Aintree bar area provides: 8 x 30L drinks buckets, 4 x plastic tubs, prep table & service bar.

All bar staff are to stay until the end of bar service. Under no circumstances are bar staff to leave prior to bar service curfew and an open bar system comes into effect. Dispose of leftover ice or wastewater on the grassed areas. Do NOT empty water onto gravel driveway or cement floors. Clear floor/lawn area of all straws, bottle tops, lemon slices etc as part of pack up.

Bar Staff Ratios: 1 bar person to every 25 guests

ON DAY COORDINATOR

On Day Coordinators are expected to have read and understand the Aintree Cottage terms and conditions in order to advise a client when planning an event at Aintree. A complete list of vendors, timeline and floor plan are to be submitted to Aintree 4 weeks prior to the date of the event. On Day Coordinators are encouraged to reach out to Aintree at any time to discuss logistics and planning. We are here at any stage to answer questions and work along side you to create a memorable event.

CELEBRANT

Familiarise yourself with the venue. Celebrants to bring own PA system. Wedding rehearsal to be arranged with the client. Rehearsals to be booked in on the day of check in. Alternative days/times to hold a rehearsal may be possible in consultation with Aintree. Client to provide Celebrant with venue notices to be read to guests prior to the commencement of the ceremony.

CATERERS/FOOD TRUCKS

We suggest all catering staff are at the venue on time and within specified area within a suitable timeframe to unload as to not disrupt ceremony proceedings. Kindly refer to the Site Plans for all information pertaining to power and on-site services.

A reminder that we at Aintree Cottage provide adequate outdoor shelter in the BBQ area, and a domestic kitchen (bench space, 560L fridge, 60cm oven and single bowl sink, 2 x 2.4m folding trestle tables located in the all-purpose room. Aintree does not have a commercial kitchen and we suggest that you liaise with the client or their team to better understand what equipment is required for your job. Power sources/outlets, although plentiful are required to be nominated before arriving on site as power is shared amongst all vendors. Caterers/food vans are to bring their own generator, unless prearranged directly with Aintree.

Caterers have access to the all-purpose room, lawn area, and BBQ undercover area. The cottage is not to be used for catering purposes. Caterers must have suitable ground covers if cooking/preparing food on lawn or undercover areas. Any damage to floor surfaces due to food preparation/cooking will incur an additional cleaning fee to the Client. The all-purpose room must be returned to its original condition after use. All delivery crates/food packaging to be removed from the property.

MARQUEES/FURNITURE

All equipment pertaining to the set-up of a marquee or furniture are to be 'walked' to the chosen site as vehicles are not permitted to drive on the lawns for any reason. Trucks and other supply vehicles are to remain on the gravel areas.

Marquees to be delivered and erected from 2pm the day prior to the event and not before. Marquee to be weighted not staked to secure. The marquee/styling must be packed down no later than the first day after the wedding/event by 10am. The pack down of the marquee/styling is to follow the same guidelines as for assembling the marquee/styling.

STYLIST

LED candles are to be used. Live flames are not permitted for use. Suppliers may not drill, hammer, glue or attach in any way any decorations/lighting or any other event related equipment to the trees, ceilings, walls, rafters, pillars, or verandas. Paper and plastic confetti is not permitted. Fresh/dried petals, bubbles, and rice paper confetti are acceptable. The use of balloons is permitted in the stable area only and not in any outdoor area. Balloons must not be attached to the rafters or any part of the stable. Aintree reserves the right to alter the décor, fixtures, and fittings within the property at any given time without notice to the supplier.

DANCE FLOOR

Dance floors set up on the lawn can only be done so on the day of the event from 12pm, and not before, and must be collected the following day by 10am.

LIGHTING

Refer to site plan and diagram that includes internal and external dimensions and power outlets.

Lights are to be installed to Australian Standards by a registered company holding public liability insurance and any other insurances required under WA law. Lights must be tagged and tested, installed at a height no less than 2.7m and be attached to catenary wires.

For any additional queries on power, please get in touch with us directly.

FLORIST

Green waste from installations/florals must be disposed of responsibly. Ensure excess greenery/florals are taken off site and not put in bins at Aintree to avoid overfilling. We have brooms, pans and the like that can be found in the stable storeroom, all purpose room and laundry.

DJ / LIVE MUSICIAN

Please refer to the Noise Plan as the information within this notice is helpful in becoming familiar with roles and responsibilities whilst you're at the venue. At Aintree Cottage we must ensure that we comply with the current requirements of the Environmental Noise Protection Regulations as imposed by the City of Swan and the Environmental Protection (noise) Regulations Act 1997. Respect for our neighbours is always paramount. All music artists/entertainment providers are required to sign a Noise Plan prior to date of event.

PHOTOGRAPHER

Photographers are to bring their own ladder if taking photographs from heights. Chairs and other furniture supplied by Aintree are not to be stood on under any circumstances.

POWER SUPPLY

Aintree runs on a 10amp power supply. There are two, three-phase power boxes located on the property.

There are three 15 AMP power outlets on site on their own breakers. Cool rooms have priority use of this power outlet.

Only **ONE** piece of equipment per 15 AMP power outlet.

Vendors requiring greater than 10amps, or using equipment with a heating/cooling element (such as dishwasher, coffee machine) need a generator, unless otherwise approved by Aintree.

Power sources, although plentiful are required to be nominated before arriving on site as power is shared amongst all vendors. This information **MUST** be communicated with your Client. All power needs are to be disclosed.

A vendor may be denied access to onsite power if power needs have not been disclosed, or in the event a vendor does not comply to Australian Standards.

REFRIGERATION

Client to supply a cool room if needed. Domestic refrigerator in all-purpose room.

FIRE SAFETY

Aintree Cottage has 6 x dry powder Fire Extinguishers and fire blankets located in: stable, BBQ area, all purpose room, laundry, cottage, smoking area.

If in the case of an emergency, the EXIT doors are located:

STABLE: North, East and West end of stable.

COTTAGE: East and West end of cottage.

DORMITORIES: South facing doors.

ALL PURPOSE ROOM: West facing doors.

ABLUTION BLOCK: West and East facing doors.

WASHROOM: South facing door.

LAUNDRY: South facing door.

In the case of an emergency exit buildings and then proceed to exit the property. The muster point is near the front gate, in the bus turning area, 60m away from the stable. Upon an emergency during an event, the Fire Warden (Event Coordinator) must call emergency services and ensure the safety of all guests within the venue and use the fire extinguisher if required.

Refer to Fire Emergency Plan located in the handbooks provided in the cottage and all-purpose room.

First Aid Kit located in the cupboard above the refrigerator inside the cottage. If required, please ask to use it.