



Ardtornish Estate Company Limited

Estate Office, Morvern, Oban, Argyll, PA80 5UZ Tel +44 (0) 1967 421288 E-mail: stay@ardtornish.co.uk

Access Agreement

Between (venue): **ARDTORNISH HOUSE**
Morvern, by Oban, Argyll. PA80 5UZ

Guests: _____

Contact Address: _____

Telephone: _____

Main Contact: _____

Date of Agreement: _____

For access to host an event in on
____/____/____

EVENT PROTOCOL

1. OPEN FIRES
2. CANDLES
3. FLOWERS
4. LIGHTING, MUSIC, STAGING & THEMING
5. FILMING AND PHOTOGRAPHY
6. PARKING
7. FOOD AND DRINK
8. PROVISION OF A BAR



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ARDTORNISH EVENTS TERMS & CONDITIONS

1 OPEN FIRES

- 1.1 All fires in use in the main house will be set by AR Staff in advance of your arrival. AR staff will maintain the fires in the function areas for the duration of the event/function.
- 1.2 No fires in the accommodation units of the main house are to be lit during event/function. Only wood provided by AR can be used in fires.
- 1.3 The designated persons responsible for open fires during an event will be experienced in the use of fire blankets and extinguishers and know the nearest location of firefighting equipment.

2 CANDLES

- 2.1 Candles being used as part of the event/function theming or for table settings must be electronic, or protected in enclosed jars or lanterns approved in advance by AR.
- 2.2 Open candles are not permitted anywhere in the main house.
- 2.3 Candles used at events can be lit by members of AR events team only.
- 2.4 Candles will be extinguished and removed from the event/function after dinner service.
- 2.5 The designated person responsible for candles during an event/function should be experienced in the use of fire blankets and extinguishers and know the nearest location of firefighting equipment.

3 FLOWERS

- 3.1 The proposed location of any outside floral arrangements must be agreed in advance.
- 3.2 Floral arrangements should not lean against historic surfaces and will be inspected by a member of AR events team.
- 3.3 As much of the flower arranging as possible should take place offsite and care should be taken that arrangements can be comfortably carried through the house avoiding abrading surfaces. Also ensure that the arrangements are stable enough to be transported easily. Ensure waterproof druggets protect the floor where arranging does take place on-site. The druggets should not be taped to the floor unless by prior agreement.
- 3.4 Any arrangements prepared onsite will be in agreed designated areas only.
- 3.5 Floral arrangements on historic surfaces should be in an oasis to minimise the need for water. Misting or spraying of arrangements once in place is not permitted. Watering of flowers on-site should be kept to a minimum and a long-spouted watering can should be used if the arrangements cannot be taken away to water.
- 3.6 All providers must specify what containers will be used. These should be made of plastic, wood or glass (not metal) to prevent scraping or staining of surfaces. On historic surfaces further protection, under the container should be used (e.g. glass or Perspex). This protection should be larger than the overall dimension of the arrangement. Ensure the glass is kept off the surface with cork or felt circles.



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- 3.7 Geraniums and peonies should not be used as their petals stain. Berries, grapes and soft fruit should not be used in arrangements. Lilies and other flowers with staining pollen should have their stamens removed off-site. Do not use flowers that weep or foliage that can scratch historic objects or surfaces. Spray-painted foliage or other loosely adhering decoration should not be used.

4 LIGHTING, MUSIC, STAGING & THEMING

- 4.1 All external electrical, lighting or band equipment must be approved by AR. AR must approve all uses of technical equipment, electrical installations or any 'staging' in advance of any event /function. Where appropriate, risk assessments, insurances, public liability or other relevant documentation may be requested before approval can be given.
- 4.2 Extreme care should be taken when positioning lights to ensure safety. Any additional lighting must be stable and securely installed to prevent collapse and damage.
- 4.3 PAT certificates must be provided as well as system requirements to ensure circuits are not overloaded.
- 4.4 All flooring should be protected from possible damage from equipment. This should be agreed in advance by all contractors bringing in any extra equipment. Care must be taken in the positioning of musicians and heavy musical instruments. Musicians and instruments need to be positioned well away from objects and fragile surfaces. Agreed locations will be identified prior to event/function.
- 4.5 No temporary dance floors are permitted.
- 4.6 Indoor fireworks and smoke machines are not permitted.
- 4.7 Outdoor Fireworks are only permitted with prior agreement and must be operated by a professional and licensed operator.
- 4.8 Chinese Lanterns are not permitted.
- 4.9 All bands must finish sets no later than 00:30 and any further music must end no later than 02:00.
- 4.10 We do not allow the use of confetti or metal stars either outside in the grounds or inside the main house. Only biodegradable rose petals may be used as confetti, in outside areas only.

5 FILMING AND PHOTOGRAPHY

- 5.1 AR request that details of all professional photographers or videographers are provided prior to the event/function.
- 5.2 No furniture should be moved without prior agreement or be moved by anyone other than AR staff.
- 5.3 No clocks should be opened or dials moved, even on non-working clocks.
- 5.4 Lenses or camera equipment should not be placed on unprotected surfaces.



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6 EVENT PARKING

- 6.1 Cars are permitted access to the main House for drop off and collection purposes only.
- 6.2 No cars are permitted to be parked at the Main House
- 6.3 Emergency vehicles must have clear access at all times.
- 6.4 Parking areas will be clearly signed around the estate.

7 FOOD AND DRINK

- 7.1 Food and drink should only be prepared by caterers in the commercial kitchen, unless otherwise agreed
- 7.2 Caterers must adhere to the terms and conditions set out within the document 'Use of the Commercial kitchen'.
- 7.3 Client's will be responsible for a one-off payment of £250.00 per event for use of the Commercial Kitchen, £200.00 of which is refundable upon satisfactory inspection by AR staff. £50.00 is retained to cover utilities.
- 7.4 Banqueting equipment hire can be provided by AR. Alternative equipment will be directly hired by the client or caterers at their own cost.

8 PROVISION OF A BAR

- 8.1 Clients must observe that we operate a designated bar area which will be staffed at all times until final close down of event (not later than 2am).
- 8.2 Glass collection will be evident throughout the event, this service is inclusive of standard bar /staffing fee.
- 8.3 All spillages must be cleaned up at the time to avoid further staining or damage. A member of the AR events team must be notified immediately.
- 8.4 Glass hire can be provided by AR (Red wine, White Wine, Champagne & Water). Additional or alternative glasses will be directly hired by the client or caterers at their own cost.
- 8.5 Beer Kegs are not permitted at any event/function held indoors but are permitted outdoors