



External Catering and Bar Providers Policy

1. Purpose

This policy sets out the requirements for external bar and catering suppliers operating at Swineshead Village Hall to ensure that all services are delivered safely, legally, and to a high standard, in line with health and safety regulations and the expectations of the Village Hall Management Committee. Swineshead Village Hall Management Committee will keep a list of approved suppliers on their website at www.swinesheadvh.co.uk. Use of these suppliers will not require further checks or information unless activities are deemed high risk or out of a suppliers normal scope of practice.

2. Scope

This policy applies to all third-party individuals or businesses providing bar or catering services at Swineshead Village Hall for private, public, or community events.

3. General Requirements

All external bar and catering suppliers must:

- Be formally approved by the Village Hall Committee prior to the event.
- Agree in writing to adhere to the terms of this policy.
- Provide all required documentation at least 14 days prior to the event.

4. Insurance

Suppliers must provide evidence of:

- **Public Liability Insurance** with a minimum cover of £5 million.
- **Employers' Liability Insurance** where applicable.

Certificates must be current and valid on the date(s) of the event.

5. Food Safety & Licensing

Catering and bar suppliers must:

- Be registered with their local Environmental Health Authority.
- Provide a current **Food Hygiene Rating** of 3 or above.
- Submit copies of **Food Safety and Hygiene Certificates** for all relevant staff.
- For bar services: hold a valid **Personal Licence** and Temporary Event Notice (TEN) where alcohol will be sold, and provide copies to the Village Hall Management Committee.

6. Risk Assessments

All suppliers must:

- Submit a **Risk Assessment** covering all aspects of their activities (e.g. food preparation, service, use of equipment, allergens, fire risk, etc.).
- Provide a **Method Statement** where complex equipment or processes are involved.
- Identify any specific needs (e.g. use of gas or electrical appliances) in advance for committee approval.

7. Health & Safety

Suppliers must:

- Comply with all relevant Health and Safety at Work regulations.
- Ensure safe handling and storage of food and drink.
- Use PAT-tested electrical appliances and ensure all gas equipment is properly certified.
- Remove all waste, rubbish, and equipment at the end of the event, leaving the premises clean and tidy.

8. Use of Facilities

- The Village Hall's kitchen and bar areas must be booked in advance.
- Suppliers must not use hall equipment unless previously agreed in writing.
- No structural or permanent alterations to the premises are permitted.
- Any damages caused by suppliers will be charged to the hirer.

9. Conduct and Responsibility

- Suppliers are expected to behave professionally and courteously at all times.
- The hirer is responsible for ensuring that the chosen supplier complies with this policy.
- The Village Hall Committee reserves the right to refuse access to any supplier who does not meet the required standards.

10. Enforcement and Complaints

- Breach of this policy may result in servicing deposits being withheld, additional charges being levied to the hirer, or exclusion from future bookings.
- Complaints about suppliers may lead to removal from the approved list, which can be found on the Village Hall website at www.swinesheadvh.co.uk.
- Suppliers may appeal to the Village Hall Committee in writing within 14 days of any decision.