

APPENDIX 2



Management Plan

Operating Procedures

The following procedures identify the day to day running of The Out Barn @ Clough Bottom when hosting weddings and events:

1. Capacity

100-120 day guests with an evening event up to 180 guests.

2. Guests

All guests book The Out barn on an exclusive basis and sign our terms and conditions (see enclosed). They have an assigned Events Coordinator /Wedding Planner who they liaise with to plan and organise their event. 12 weeks before their event we request a final itinerary checklist of their additional suppliers and accommodation etc (see enclosed). 8 weeks before the event our guests have a final detail meeting with the Events Coordinator/Wedding Planner to schedule the running order of the day and any last minute details.

3. Access

The Out Barn has two private access and departure roads:

1. Off Rabbit Lane when coming from the direction of Bashall Eaves
2. Off Cross Lane when coming from the direction of Waddington

These are gravel tracks, with passing places, suitable for vehicles and small coaches. The two access roads are regularly maintained in order to spread the load of the traffic moving to and from the venue. The Out barn is sympathetically signed from both roads.



4. Car Parking

A large, sympathetically designed car park is provided behind hedging away from the building. It is unobtrusive and cannot be seen from the road or the local area. There is sufficient lighting on the car park and to the car park to light the way back to guests' cars.

5. Transport to and from the venue

1. Guests are encouraged where ever possible to share transport and taxis. We have two preferred suppliers who know the venue well.
 2. For hire of coaches we use Lakeland Coaches and pre book transport for guests using coaches no larger than a 39 seated coach. Lakeland Coaches have worked with us over 10 years and understand our needs.
6. We use Town Private Hire, Clitheroe for taxis and minibuses – 12, 8 and 6 seated vehicles are used on weddings/ events. Prior to an event Town Private Hire are notified that we have an event on an indicated day and that taxis will be required from 11pm onwards until we have cleared the building of guests. On arrival the Event Coordinator / Wedding Planner has a schedule of taxis timings that are available for departure from the venue and slots are booked on behalf of guests, encouraging them to share wherever possible back to their destination.

7. Accommodation

Local accommodation is promoted and used within a 10 mile radius of the venue. There is a preferred list of suppliers which is shared with the guests before the event. Initially, we recommend guests to use local accommodation in Bashall Eaves and Waddington. As weddings are a weekend booking, guests are usually booking more than one night and therefore bed and breakfasts plus self-catering cottages are also available within the locality. We arrange taxis to and from their accommodation in the immediate vicinity and provide 8-12 seated transport, encouraging guests to share aids traffic management on our site and on the roads.



8. Noise

All functions close at 12 midnight. As much as possible, all transport away from the venue has been pre organised to minimise guests having to wait after the function has closed for their transport to arrive.

All bands and DJs finish at 12 midnight and are given strict instructions on the decibel limit for noise (90 decibels). The Event Coordinator /Wedding Planner oversees the noise level from the band / DJ. The barn bi-fold doors are closed at 11.00pm to prevent noise travelling.

9. Staffing

The dedicated Events Coordinator/ Wedding Planner supervises all events / weddings work on the ratio of 1 member of staff per 18 guests for service. Two members of staff remain with the Events Coordinator/ Wedding Planner until all guests have left and remain to assist locking up.

10. Catering

The Out Barn has only approved catering partners for events and weddings. Each caterer is assessed for their environmental hygiene scores and their current public liability certificates. Caterers are provided with an in-house procedure and checklist that must be completed and returned to the Events Coordinator / Wedding Planner before they depart. All rubbish must be recycled in the appropriate bins provided and all catering rubbish from clearing down must be removed from site at the end of the evening. See enclosed checklists for further information.

11. Bins and waste

The Out Barn has an annual contract with Ribble valley Borough Council for the collection of their general waste (brown bins) and recycling (blue and green bins). The Bins are collected on a Tuesday on a weekly basis or can be collected sooner if required by telephone request to the Council.

When an event is planned a metal caged trailer is placed at The Out Barn for the collection of waste cardboard. This card board is then collected after the event and recycled.



12. Bar

A purpose built cash bar is provided and overseen by staff from Clough Bottom. The owner of Clough Bottom has attended the relevant BIIAB course and has attained a personal license. Clough Bottom is in the process of attaining a premises license. The staffing of the bar is run in conjunction with the caterers with usually 2 staff behind the bar in busy periods and 2 members of staff constantly collecting, clearing and washing glasses.

13. Smoking

The Out Barn is a no smoking venue. An outside area has been designated as a smoking area and bins have been provided for waste.

14. Security

There is outside security lighting and ambient lighting sufficient for guests to find their way around outside and to the car park but it is not obtrusive in order to cause light pollution in a country area.

There is a cash till, a card machine and a safe as part of the infrastructure of the bar. No monies are left on site at the close of the event. The takings are taken off site and placed in a night safe box of the relevant bank, this is a two person task.

The building is closed and locked by the Events Coordinator/Wedding Planner at the end of the event. Two members of staff remain to support the Event Coordinator Wedding Planner.

15. Fire

All fire exits are clearly marked and are kept clear. There is a clearly defined muster point on the car park. The building is fitted with smoke detectors and a fire alarm. The Events Coordinator /Wedding Planner is trained in the operation of the fire drill, the procedure for the fire alarm and what to do in the case of a fire.

There is clear signage throughout the building of what to do in the case of a fire.



All suppliers must provide us with Pat testing certificates for any electrical equipment they may be using on site. The Out barn is on an annual contract for Pat testing of its own electrical appliances and equipment.

The building has been fire risk assessed and passed by the local fire service.

16. Insurance

The Out Barn is fully insured with an up to date public liability insurance through the National Farmers Union.

17. Health and Safety

The Events Coordinator / Wedding Planner is trained in basic health and safety. There is an accident book and first aid kits in the buildings. In the event of an accident or incident the Event Coordinator / Wedding Planner would be called to the scene to deal with the situation, all paperwork being completed. Should there be a need for an ambulance then the Event Coordinator / Wedding planner would call this service.

All contractors must supply us with a copy of their up to date public liability insurance where appropriate.

18. Disability

The Out barn is a marriage of old, 17th Century and new build. Wherever possible the barn caters for guests who may be disabled. There are two disabled car parking bays outside the front of the barn, the access to the barn is by a flagged pathway with ramps. All function rooms are open plan and on one level. There is a disabled toilet situated downstairs with internal and external access for ease of entrance.

19. Outdoor grounds

An appropriate area around the outside of the Out Barn has been designated as the grounds for the barn. This is enough for outdoor games such as croquet, sitting relaxing, enjoying the view and possibly for a small sympathetic Tiipi but not an external structure within which to hold the event. This would be to compliment the Out barn offering not to expand the numbers.



20. Sustainability

Every aspect of the Out Barn has been developed with sustainability in mind from the biomass heating to the operating of the barn. We use local suppliers for the catering, the hire of equipment, food provision, accommodation and travel. It is our ethics and values to support the local economy providing jobs, casual work and business to the local population. Our marketing is done in a sympathetic manner through our web site (www.cloughbottom.co.uk), social media (Facebook and Twitter), recommendation, and two open days a year. We are not open to the general public, we are an exclusive venue only and our weddings we offer as a week end package thus limiting the number of weddings to one a week end. Our signage is sympathetic and discrete, there will be no road side banners advertising our premises. We have over 30 years' experience running a complimentary business from our farm and we have always worked in harmony with our surroundings which enhances rather than infringes on it.