

AAVALEN FARM

WEDDING VENUE RULES & SUPPLIER GUIDELINES

Welcome to Avalen Farm

We want every wedding at Avalen Farm to feel relaxed, personal and completely yours, while also protecting our beautiful countryside, our buildings, our staff and our neighbours.

These guidelines apply to the Couple, their guests and all suppliers working at Avalen Farm. Please share these guidelines with anyone involved in your wedding.

1. VENUE ACCESS

Unless otherwise agreed, wedding access is from 12:00pm on the day before the wedding until 12:00pm on the day following the wedding.

Please do not arrive earlier than your agreed access time unless this has been arranged with the Avalen Farm team.

Suppliers must arrange their arrival and collection times with the Couple and/or Avalen Farm.

2. WEDDING NIGHT TIMINGS

Our licence requires alcohol service and music/entertainment to finish by 11:00pm.

Guests then have until 12 midnight to leave the venue.

All guests must have vacated the venue by 12 midnight.

All vehicles collecting guests should arrive no later than 11:00pm.

Please make sure you have arranged suitable transport home for your guests before the wedding day.

3. GUEST NUMBERS

The maximum number of guests must never be exceeded.

Our current permitted numbers are:

- Maximum 120 daytime guests
- Up to 80 additional evening guests, subject to the agreed booking and licensing arrangements.

Please do not invite additional guests without discussing this with the Avalen Farm team.

4. DECORATIONS

We love seeing couples make Avalen their own, but please check with us before bringing in anything that could affect the venue.

Please do not:

- Nail or screw anything into walls, beams or furniture;
- Use staples;
- Use permanent adhesives;
- Attach decorations to buildings without permission;
- Move heavy furniture without approval;
- Damage trees, hedges or other natural features;

- Use glitter;
- Use plastic confetti;
- Leave decorations behind.

Any specialist installation must be agreed in advance. This includes hanging installations, large floral displays, lighting rigs, arches and other structures.

5. CANDLES AND NAKED FLAMES

Candles and naked flames must be discussed with Avalen Farm before the wedding.

Where candles are permitted, they must be used safely and in suitable holders.

Never leave candles unattended.

Any flame-based decoration may be removed if it creates a fire or safety concern.

6. CONFETTI

Only biodegradable confetti is permitted.

Natural flower petals are preferred.

The following are not permitted:

- Plastic confetti;
- Foil confetti;
- Metallic confetti;
- Synthetic confetti;
- Glitter;
- Rice or other items that may create environmental or wildlife concerns.

A £200 cleaning charge may be applied where non-permitted confetti is used.

7. FIREWORKS AND CHINESE LANTERNS

Fireworks and Chinese lanterns are not permitted at Avalen Farm.

Sparklers may be permitted in designated areas and must be agreed with the Avalen Farm team beforehand.

8. OUTDOOR LIGHTING

Avalen Farm is committed to protecting local wildlife.

Outdoor light shows, lasers and lighting installations that could disturb wildlife are not permitted.

This includes lighting which could affect bats or other protected wildlife.

Please speak to us before arranging any external lighting.

9. PLAYDOUGH, CRAYONS AND CHILDREN'S ACTIVITIES

Unfortunately, playdough is not permitted at Avalen Farm due to previous damage and cleaning issues.

Crayons may be used, but we ask that an appropriate protective covering is placed on tables.

Please do not allow children to draw directly onto venue furniture.

Any damage caused by children's activities will remain the responsibility of the Couple.

10. SMOKING AND VAPING

Smoking and vaping are not permitted inside any building.

This includes the bar, dining areas, ceremony spaces, accommodation and other indoor areas.

Please use designated outdoor areas and dispose of cigarette ends responsibly.

11. ALCOHOL

Guests must not bring their own alcohol onto the premises for consumption unless specifically agreed with Avalen Farm.

All alcohol service must comply with our premises licence.

Avalen Farm staff may refuse alcohol service to anyone who is intoxicated or behaving in a disorderly or unsafe manner.

Alcohol service finishes at 11:00pm.

12. MUSIC AND ENTERTAINMENT

All entertainment must finish by 11:00pm.

Entertainment suppliers must comply with the agreed sound levels.

Avalen Farm reserves the right to reduce music volume where necessary to comply with licence conditions, noise requirements or to prevent unreasonable disturbance to neighbours.

Please inform us in advance if you are planning a live band, DJ, outdoor entertainment, smoke/fog machines, specialist lighting, amplified outdoor music, generators or any unusual entertainment equipment.

13. DOGS

Dogs are welcome by prior agreement.

Unless otherwise agreed, dogs are limited to the wedding couple's own dogs.

Dogs must be supervised at all times.

Owners must clean up after their dogs, prevent dogs from causing damage, prevent dogs from entering restricted areas and ensure dogs do not disturb guests, staff or wildlife.

Please tell us about your dogs when you book so we can make suitable arrangements.

14. WILDLIFE AND COUNTRYSIDE

Avalen Farm is surrounded by beautiful Cornish countryside and is home to a wide range of wildlife.

Please respect wildlife, hedgerows, trees, meadows, ponds, nesting areas, farm animals and protected habitats.

Guests and suppliers must not chase, feed, disturb or interfere with wildlife.

Please remain within areas designated for guests.

15. PARKING

Please use the designated parking areas.

Emergency access routes and farm access must remain clear at all times.

Guests should not park in areas that have not been designated for wedding parking.

Cars may be left overnight where agreed, but must be collected by 12:00pm the following day.

Vehicles and their contents are left at the owner's risk.

16. ACCOMMODATION – CART HOUSE

The Cart House accommodates a maximum of 8 people.

Only the agreed guests may stay overnight.

Please do not exceed the maximum occupancy, invite additional overnight guests, hold parties, smoke or vape inside, use candles, move furniture unnecessarily or leave excessive rubbish.

The accommodation should be left in a clean and reasonable condition.

17. NO CAMPING

Overnight camping is not permitted at Avalen Farm unless specifically agreed in writing.

This includes tents, campervans, motorhomes and similar arrangements.

18. KITCHEN RULES FOR CATERERS

All external caterers must follow Avalen Farm's kitchen requirements.

Before leaving, caterers must:

- Wash crockery and cutlery thoroughly;
- Clean all surfaces used;
- Clean cooking and preparation areas;
- Remove food waste;
- Remove catering rubbish;
- Remove their own equipment;
- Dispose of oils and other waste appropriately;
- Report any breakages or damage;
- Leave the kitchen clean and safe.

Avalen Farm's skip is for Avalen Farm waste unless otherwise agreed. Caterers must take their own catering waste away from site where required. Additional cleaning costs may be charged where the kitchen is not left in the agreed condition.

19. FOOD AND ALLERGENS

External caterers are responsible for their own food safety, hygiene and allergen procedures.

The Couple should provide caterers with accurate information about guest dietary requirements and allergies.

Avalen Farm cannot guarantee that kitchen surfaces and equipment are completely free from traces of every allergen.

Please discuss significant allergies with both Avalen Farm and your caterer in advance.

20. GLASSWARE AND CROCKERY

Crockery and glassware must be handled carefully.

Breakages caused by guests or suppliers may be charged to the Couple.

Excessive breakages may result in additional charges.

Please do not remove venue glassware or crockery from the designated areas unless agreed.

21. RUBBISH AND CLEANING

The Couple and suppliers are responsible for removing their own rubbish and personal belongings.

Please do not leave decorations, boxes, packaging, food waste, supplier equipment, florist materials, balloons, confetti or personal items behind after the agreed departure time.

Additional cleaning or disposal costs may be charged where excessive cleaning or waste removal is required.

22. SUPPLIER REQUIREMENTS

All suppliers must:

- Arrive at the agreed time;
- Follow instructions from the Avalen Farm team;
- Have appropriate insurance where required;
- Follow health and safety requirements;
- Keep emergency access routes clear;
- Use equipment safely;
- Remove their own equipment and rubbish;
- Leave working areas clean;
- Avoid causing damage to the venue.

Suppliers may be asked to provide evidence of public liability insurance or other relevant safety documentation.

23. SUPPLIER EQUIPMENT

Please check any specialist equipment with Avalen Farm before booking.

This includes generators, large electrical equipment, lighting rigs, smoke machines, fog machines, lasers, outdoor heating, large structures, inflatable equipment, fire-based equipment and specialist cooking equipment.

Avalen Farm may refuse equipment where it creates a health, safety, fire, environmental, licensing or operational concern.

24. FIRE SAFETY

Fire exits and emergency routes must remain clear at all times.

Do not place tables, chairs, decorations, bags, boxes, supplier equipment or personal belongings in front of emergency exits or access routes.

Do not interfere with fire extinguishers, alarms or other safety equipment.

25. HEALTH AND SAFETY

The Avalen Farm team may ask guests or suppliers to stop an activity where it is considered unsafe.

This may include activities involving fire, electricity, heights, vehicles, specialist equipment, wildlife, buildings or large structures.

Please always follow reasonable instructions given by the Avalen Farm team.

26. VEHICLES AND FARM OPERATIONS

Avalen Farm remains a working farm.

Guests and suppliers must follow instructions relating to farm machinery, vehicles and restricted areas.

Do not enter farm buildings, fields or working areas unless specifically invited to do so.

Never approach farm machinery or animals without permission.

27. GUEST BEHAVIOUR

We want everyone to have a fantastic time, but abusive, threatening, dangerous or seriously disruptive behaviour will not be tolerated.

Avalen Farm reserves the right to ask individuals to leave where their behaviour creates a risk to staff, guests, suppliers, property, wildlife, the venue's licence or the safe running of the wedding.

28. DAMAGE

The Couple are responsible for damage caused by themselves, their guests or suppliers.

Please report accidental damage to the Avalen Farm team as soon as possible.

We understand that accidents happen and would much rather be told about them than discover them later.

29. APPLE TREE PLANTING

As part of the Avalen Farm wedding experience, Couples have the opportunity to plant an apple tree to mark their special day.

We recommend doing this during the day before the wedding where possible so that you have plenty of time to enjoy the experience.

However, the timing is flexible and can be arranged with the Avalen Farm team during your wedding weekend.

If the Couple do not have time to plant the tree themselves, Avalen Farm can plant it on their behalf.

30. RESPECTING THE VENUE

Avalen Farm has been created from historic farm buildings and the surrounding countryside is an important part of what makes the venue special.

We ask all Couples, guests and suppliers to treat the venue as they would their own home.

Please leave rooms, furniture, grounds and equipment in the condition in which you found them.

31. QUESTIONS AND APPROVALS

If you are unsure whether something is permitted, please ask us before booking or bringing it to Avalen Farm.

We are always happy to discuss ideas and will do our best to accommodate them where they can be done safely and within our licensing and environmental requirements.

If Avalen Farm has not approved something in advance, please do not assume that it will be permitted on the day.

SUPPLIER CHECKLIST

- Venue access and arrival times

- 11:00pm entertainment/alcohol finish
- 12 midnight guest departure
- Parking arrangements
- Fire exits and emergency access
- Insurance requirements
- Equipment requirements
- Waste and cleaning responsibilities
- Decoration restrictions
- Confetti restrictions
- Wildlife and environmental requirements
- Noise requirements
- Catering and kitchen requirements where applicable

FINAL NOTE

We want you and your suppliers to have the freedom to create a wedding that feels completely personal to you.

Most of our rules are simply there to protect you, your guests, our team, our neighbours, our historic buildings and the beautiful Cornish countryside around Avalen Farm.

If you have an idea that isn't covered here, please speak to us. We'd much rather work with you to find a safe and suitable solution than say no without discussion.

Avalen Farm

Cornwall, UK

Version: [Insert version/date]