



# MEMORANDUM OF UNDERSTANDING FOR CATERERS, 2026

## 1. INTRODUCTION

**1.1 Introduction.** This document has been created to provide relevant information to caterers instructed to cater for events at The Ridgeway Barns. It outlines the infrastructure and services provided by The Ridgeway Barns, and the requirements and responsibilities expected of all caterers for events held at The Ridgeway Barns. **Key information and action points are highlighted in red.**

**1.2 Venue Overview.** The Ridgeway Barns is a wedding and events venue specialising in barn weddings and events for up to 150 people. The venue includes a farmhouse with accommodation for 15-18, with two reception rooms suitable for intimate events of up to 24. The 19<sup>th</sup> century threshing barn has capacity for 100 seated guests, or 120 standing (evening) guests, along with a commercial kitchen. Occasionally we host larger, marquee events, for which clients are expected to hire a marquee, along with furniture, catering tent, generator and loos.

**1.3 Contractual Arrangement.** This MoU becomes relevant for events when a client, who has entered a contractual agreement for an event with The Ridgeway Barns, also enters a contractual agreement for the same event with a named catering company. There is no direct contractual agreement between The Ridgeway Barns and suppliers. This MoU will be reviewed annually.

**1.4 Finding Us.** The best way to find us is to search for The Ridgeway Barns on Google, or **What 3 Words ///shock.romantics.lasts** ~ this will direct you to the farm entrance (on the left-hand side as you head from Swindon to Aldbourne on the B4192), and you can follow the signs from there. If you use our postcode (SN4 0EB) please be aware that the turning for the farm is actually about 180m further down the road towards Aldbourne from where satnavs take you. Please park in the staff car park, beyond the client car park. There is also parking adjacent to the kitchen.

## 2. PARTICULARS

3. Booking	
<b>Booking</b>	Clients are responsible for instructing suppliers for their event. The Ridgeway Barns is not responsible for bookings, unless we (The Ridgeway Barns) instruct you (the supplier) directly.
<b>Fees</b>	The client is responsible for paying all fees to each company. Neither company will charge commission to the other company nor be responsible for payment of any fees normally born by the client to the other company.

General Requirements	
Licencing and Professional Registration	Where appropriate, suppliers are expected to be registered with the relevant professional bodies. <b>All caterers must be registered as a food business and hold a food hygiene certificate rated at 4 or 5.</b> The Ridgeway Barns is registered as a food business with Swindon Borough Council.
Insurance	Suppliers must hold public liability insurance, sufficient to cover against any injury or loss of life caused by failure of the company, its staff, equipment or ancillaries. £5 million public liability is typically the minimum acceptable insurance. <b>A copy of current public liability insurance certificates must be provided to The Ridgeway Barns prior to events.</b>
Liability	Both <b>The Ridgeway Barns and external suppliers are responsible for compliance with all relevant legislation, including the Health and Safety at Work Act 1974 and the Food Standards Act 1999.</b> The Ridgeway Barns shall not be liable for any loss of or damage to any property, equipment stock, vehicles or possessions brought to the venue by suppliers. Suppliers are liable for any damage caused by their staff or equipment to The Ridgeway Barns.
Other Damage	Please take all necessary precautions to minimise damage to The Ridgeway Barns venue, including the infrastructure and lawn. Excessive damage may result in the immediate cessation of this MoU and removal as an authorised supplier.
Refusal of access	We reserve the right to refuse access to any supplier who does not meet our standards.

Event Catering Overview	
Intimate events (up to 24 covers)	The Ridgeway Barns can seat up to 24 guests for dining in the main farmhouse. Venue hire includes tables, chairs, crockery, cutlery and glassware for 24. There is a domestic kitchen which caterers may use for these smaller events, with the agreement of the client. Please be aware that the farmhouse kitchen is not designed for commercial use, so you are advised to visit the venue prior the event to reconnoitre the kitchen and make your own assessment of any additional equipment required. The kitchen must be left clean, and all external equipment removed at the end of the event.
Barn events (up to 100 covers)	Our 19 <sup>th</sup> century Threshing Barn has capacity for up to 100 seated guests. Venue hire for barn events includes furniture for up to 100, loos and power, and a commercial kitchen (detail of what is included below).
Marquee/ Tipi events (up to 150 covers)	For larger events, clients are required to hire a marquee, along with catering tent, furniture, generator and loos. Marquee companies are requested to support clients in this matter, but not all companies provide the same services. Caterers are expected to source the necessary catering equipment, are advised to liaise with clients to confirm your needs for space, furniture & power.

Health and Safety Statement	
Health and Safety Policy	The Ridgeway Barns has a full health & safety policy and risk assessments in place, which are available on request. In general, this involves complying with relevant legislation, including the Health and Safety at Work Act 1974 and the Food Standards Act 1999, and suppliers are expected to do the same. Please speak to a member of staff if you notice anything of concern.
First Aid	All of our event managers are qualified first aiders, and there is a first aid kit and AED available behind the bar. There is an additional first aid kit in the kitchen.
Fire Safety	The kitchen is equipped with powder, foam and wet chem fire extinguishers and a fire blanket. <b>In the event of a fire, please vacate the premises via the nearest exit, and make your way to the muster point in the car park.</b> Our staff will take responsibility for the safe evacuation of the venue.
Food Safety	<b>Caterers MUST have a food safety management policy</b> that follows either the FSA Safe Food, Better Business (SFBB) principles or the FSA Hazard Analysis and Critical Control Point (HACCP) principles, and conduct all food preparation, storage and service in line with these principles. We will support you by providing a clean kitchen space and equipment, and ask you to leave it as you found it. Our food safety management policy is available on request.
Cleanliness	The commercial kitchen will be cleaned using a two-step cleaning process (hot soapy water followed by disinfectant) prior to your arrival. <b>Please leave the kitchen clean at the end of use</b> ~ if there is an excessive amount of cleaning for us to do after use, we will pass on the cost.
Electrical Safety	<b>Any electrical equipment requiring a power supply must be PAT tested within the last 12 months and visually inspected by you prior to use.</b>
Noise	The venue can get noisy, particularly in the evening once music has begun. If you are working in a noisy environment (>85dB(A)) then you are responsible for providing and ensuring the wearing of hearing protection for you and your staff.

Access and Siting	
Venue visits	If you have not previously worked at The Ridgeway Barns, you are invited to visit prior to your event. Please contact us to make arrangements.
Vehicle access	<p>Up to four designated parking spaces are available adjacent to the kitchen for use by caterers. For street food vans, space will be allocated, either adjacent to the barn or in front of the farmhouse, as agreed with the client. Power is available in each of these locations.</p> <p>During events, all other catering vehicles should be parked in the staff parking area by the farmyard. Please note, the farm is a working farm, and the driveway must be kept clear at all times.</p>

Timings	
Event set up	For weddings, <b>suppliers are typically permitted to access the venue from 10 am on the day of the event</b> , and during any additional agreed set-up period if booked by the client (e.g. midday – 5 pm on Fridays for weekend weddings). For other events (such as evening parties), caterers are typically invited to arrive on site from 4 pm. <b>Please speak to the relevant Event Manager to confirm your requirements.</b>
Event close	<b>All suppliers are to be off site within 30 minutes of event close, and typically no later than 12.30 pm.</b> All catering equipment must be removed by this time, or stored ready for collection by hire companies (with prior written agreement from us).

Services and Facilities	
Commercial Kitchen Facilities	<p>The commercial kitchen is a 4.5 x 5.8 m space, located in the Threshing Barn and is included for all barn events, with primacy for use going to the main event caterer. The following equipment is provided:</p> <ul style="list-style-type: none"> <li>• Large refrigerator</li> <li>• Work surfaces and shelving</li> <li>• Double sink and hand wash basin</li> <li>• 2 x single ring, countertop Buffalo induction hobs.</li> <li>• A Blue Seal turbofan convection oven (not pictured)</li> <li>• A Parry mobile hot cupboard with Bain Marie top</li> </ul> <div data-bbox="480 1151 1358 1807" data-label="Image"> </div> <p>We do not provide any gastronomes, utensils or other equipment. If you require any additional equipment, please hire this in. <b>Caterers are expected to ensure they have all necessary catering equipment for each event including additional ovens, utensils, crockery and cutlery.</b></p>

Services and Facilities Continued	
Equipment Hire	<p>We work with the following equipment hire companies and are happy to take receipt of items the day prior to an event by prior arrangement. <b>Please contact us to make arrangements for deliveries</b>, whether with these companies or alternate suppliers. Please note, storage is limited, and we cannot take any responsibility for any items at the venue.</p> <ul style="list-style-type: none"> <li>• Hospitality Services: <a href="http://www.hospitalityservices247.co.uk">www.hospitalityservices247.co.uk</a></li> <li>• Bite Events: Gavin Ingram. <a href="http://www.biteevents.com">www.biteevents.com</a></li> </ul>
Power	<p>Single-phase <b>power is provided to the commercial kitchen via 3 x 32-amp sockets and at least a dozen accessible 13-amp (three-pin) sockets</b>. There is no gas supply to the kitchen.</p> <p><b>Street Food.</b> There are several accessible external power sockets. Please speak to us if you require power to your vehicle/trailer.</p> <p>For marquee events, clients are responsible for the provision and distribution of generator power, normally via their marquee company.</p>
Water	<p>Hot and cold potable water is provided to the commercial kitchen.</p> <p>The Ridgeway Barns provides drinking water for guests, including during meals.</p>
Furniture and table linen	<p>Except for marquee events, The Ridgeway Barns will provide dining tables and chairs for each event. This does not include tables for food preparation and service so please make your own arrangements or speak to us in advance. Table linen can be provided by us, by prior arrangement with the client. <b>Clients are expected to provide their own napkins or arrange these via their caterer.</b></p>
Bar, drinks service and glassware	<p>The Ridgeway Barns is a fully licenced venue with full bar facilities. We provide a staffed bar, glassware and all drinks service for marquee and barn events (including during the meal). <b>There is no requirement for you to provide glassware. Caterers are not permitted to serve alcohol</b>, except for intimate events in the farmhouse or with our explicit agreement.</p>
Crockery, cutlery and food service	<p><b>Caterers are responsible for the provision of waiting staff and tableware, including cutlery and crockery for each event.</b> For the avoidance of doubt, <b>we expect you to provide cutlery for each course</b>, and <b>you are responsible for laying up all crockery and cutlery</b>, as required, and for clearing away plates after the meal.</p> <p><b>Street Food.</b> When food is served less formally, e.g. from a street food van, we still expect caterers to make every effort to ensure plates (including disposable plates) are cleared away. If you are using disposable cutlery and crockery, please consider the environment and use biodegradable items where possible.</p>
Trailer Vans and Street Food	<p>When food is served directly from trailers/vans we will normally position you either in front of the barn, or on the gravel driveway at the front of the house. If you provide food from any form of van or trailer, we will assume you are self-sufficient for power etc, unless you inform us otherwise. There is a 13-amp external socket on the side of the house if required.</p>

Services and Facilities Continued	
<b>BBQs and Fire Pits</b>	Please liaise with The Ridgeway Barns if clients request a BBQ or any form of open fire pit, so that we can position you appropriately.
<b>Waste Disposal</b>	The Ridgeway Barns provides general waste, dry mixed recycling and food waste disposal for each event. <b>Caterers are expected to segregate and bag rubbish for recycling</b> as instructed, and ensure all catering waste is placed in the relevant bins. Caterers are required to remove all cooking oils/fats from site. Under no circumstances are they to be poured down the drain, tipped onto the lawn or surrounding land.
<b>Wastewater Disposal</b>	Wastewater can be disposed of within the kitchens and down drains. <b>Wastewater is not to be disposed of within the garden.</b> Please take care not to scorch the grass if working in the garden.
<b>Other Damage</b>	Please take all necessary precautions to minimise damage to The Ridgeway Barns venue, including the lawn. Excessive damage may result in the immediate cessation of this MoU and removal as a preferred/authorised supplier.

Marketing	
<b>Social Media Handles</b>	We always try to share photos from our weddings and tag all suppliers involved. <b>Please let us know your Facebook and Instagram handles</b> so that we can tag you and follow us @theridgewaybarns.
<b>Recommended Suppliers</b>	Suppliers often ask to be added to our Trusted Partner's directory, but unfortunately, we are simply not able to add every one of the great suppliers that we've worked with. Please see our recommended supplier policy for further details (available on request).

**Looking Ahead.** The Ridgeway Barns is an evolving venue. In 2021 we fully renovated the farmhouse. In winter 2022/23 we developed the 19<sup>th</sup> century threshing barn into an event space and bar, and in winter 2023/24 we extended the barn to include loos and a commercial kitchen. We are now in the process of renovating another barn into an additional event space, due to be ready in time for 2027 weddings. Development will continue over the coming years, and this MoU will be updated accordingly.