

## THE COW SHED



### **TIDYING UP AFTER YOUR EVENT**

#### **TIDY UP SERVICE**

If you have paid for the tidy up package this means we will gather up all your decorations and belongings ie everything that has not been supplied by a third party supplier, and leave them in the marquee for you to collect by 3pm on the day after your wedding. You must still ensure that your suppliers remove all their own rubbish from the site. If you have supplied your own bottles, cans etc then we will take them to the recycling centre for you.

#### **NO TIDY UP SERVICE**

If you have not paid for the tidy up service then please do the following before 3pm the day after your event:

- Stack up chairs and leave neatly near the clear panels in the marquee
- Collect and fold up tablecloths
- Fold up tables, clean if necessary, and leave neatly by the clear panels in the marquee
- Remove all rubbish from site
- Sweep the floors in The Workshop, The Cow Shed Barn and the Marquee taking particular care to collect up straw (including straw on gravel/grass) if you have used straw bales.
- Remove all decorations and belongings ie everything that has not been supplied by a third party supplier
- Please remove all drawing pins, ribbons, hooks, string etc that you may have used to attach decorations.
- Please remove any litter, including straw, from the courtyard, patio and grass areas including the car park.
- You DO NOT need to clean the loos or windows

Our Tidy Up Service, see details above, is £300. If you decide you would like to pay for the Tidy Up Service, please let us know as soon as possible but no later than 5pm the day before your event. We can accept payment by cash or credit card. Full payment must be received in advance.