

# All About Catering

weddings and special events

## Notes of Guidance on Marquee Requirements

In order to provide the high standard of catering our clients expect, we require the following as a minimum requirement. We will advise the Marquee suppliers of any further services after we have finalised arrangements with the client.

### **Marquee**

We will require a detailed plan of the marquee and table layout 2 weeks before the date of the event. Customers' tables should be placed to allow sufficient space between them to allow our staff and customers to move freely around the Marquee.

The bar and/or dance floor need to be positioned in relation to the entrance/exit to the catering tent.

The Marquee needs to be finished, including the electrics, to allow a clear working day prior to the event. A clear day after the event is needed for breakdown and clear out.

### **Tables/Chairs**

Should be on site 48 hours before the date of the evening, ie Thursday morning for a Saturday event.

### **Buffet Tables**

Depending on the menu selection, we will need a minimum of 6 x 6' trestle tables for the buffet display.

### **Cake/Present tables**

The client should liaise with the marquee supplier – generally a 3' round table is used for the cake and a 6' trestle for the presents.

### **Catering Tent**

The minimum requirement is 6m x 6m.

The position of the catering tent is extremely important to ensure smooth and efficient service. The catering tent should be no further than 10m from the main Marquee, joined with a walkway, ideally with a baffle/screen.

### **Power**

The power requirements will depend on the menu choice, but an example of the requirements for a hot main course meal for 100 is as follows: 3kW sockets for

Ovens (usually 2)	Heated serveries (minimum 1)
Hotcupboards (minimum 1)	Water boilers/coffee machines (minimum 1)
Handwash Basin – 1	
Refrigerated trailer – 1	

### **Prep/kitchen facilities**

We will need 6' trestle tables for preparation and laying up. As a rule of thumb, we need the following

- For up to 150 guests – 10 trestles
- For 150 – 200 guests – 15 trestles

The menu and style of service will dictate the kitchen facilities required and these will be discussed with the Marquee supplier on each occasion.

**Water** - We need access to Potable water supply.