



FALSIDE MILL  
KINGSBARNs

Important information on  
planning your special  
event at  
Falside Mill



# FALSIDE MILL

**Staffing** - Falside Mill will provide bar and waiting staff for your event as well as an event manager available at all times of your event to assist with any issues relating to the venue itself.

**Suppliers** - You are not restricted to using certain suppliers within Falside Mill, the only exception being the in-house bar and catering service. Any external suppliers should hold all relevant insurance.

**Furnishings** - Can be provided in-house for an extra charge.

**Capacity** - Falside Mill can comfortably accommodate 400 throughout the venue but this depends on set up - please get in touch with us for events of this size. Please be aware for ceremonies held in the ceremony/reception room we can accommodate up to 200 seated guests. The main hall can seat up to 400 for dinner.

**Dancefloors** - The flooring in the ceremony room and main hall is polished concrete. This is a smooth surface perfect for dancing on. We do not recommend you bring in a dance floor.

**Heating/Electricity** - It's included in the hire price. There is a thermostat within the venue to control the temperature. Please note the heating will only be switched on, on the day of your event.

**PA System** - Falside Mill has a PA system which runs through the reception room, main hall and the courtyard. You can download your own playlists and plug in to the PA system. There is also a cordless mic for readings/speeches. Please note that this is not a sound system and is not suitable for use by bands or DJs.

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**Candles/Fires/Firepits** - Outdoor fire pits are only permitted on gravel areas outside the building and only if they're provided by a licensed fire pit firm, with their own insurance and constant supervision by the provider. No fires/indoor fireworks/sparklers are allowed inside the building at any time, with the exception of candles which must be used in jars, or glass holders.

**Timings of events/clearing venue** - The entry time stated on your contract is strict. We can occasionally let your suppliers/you in earlier on set up day, if we don't have an event on the day before, but this must be by prior agreement. You must ensure the venue is cleared of your personal belongings/all rubbish and all furniture/brought in items by the agreed time on your contract. Please make your suppliers aware of these times well in advance. On the event day your event can start at a time suitable to you.

**Wheelchair access** - The venue is wheelchair accessible and we have an accessible toilet.

**WC Facilities** - These are located within the venue itself. We have ample ladies and gents toilets, one accessible toilet and a baby changing room.

**Car Park** - Accommodates 75 vehicles. There is plenty of room for coaches to turn and drop off guests. Cars can be left in the car park overnight at the owner's risk. All vehicles must be collected by 9.30am for midweek weddings or by 5pm on a Sunday for Saturday weddings.

**Cleaning** - It's included in the hire price, however the venue must be clear of everything brought in to decorate and all waste. Please make suppliers aware of this and charges will be applied, if the venue is not cleared on time.

**Confetti** - You may celebrate your day by using confetti, however this is restricted to the mill ring, reception room, courtyard or outside areas. The confetti used must be natural dried petals. No glitters, coloured papers, metallics or bio degradable are allowed.

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**Photographs** - There is a wealth of scenery around Kingsbarns with plenty of beautiful backdrops for stunning photographs at Falside Mill.

**Dogs** – Canine companions are welcomed with open arms! Please remember to clean up after your dog and if there are any potential hazards e.g candles, please keep your dog on a lead.

**Social Media** - We'd love to take some pictures at your event and share them on social media. If you'd prefer us not to, it's no problem, just let us know.

## **Accommodation -**

We have 19 on site chalets which each sleep 4 pax, ideal for couples or families across 1 double bed and 1 sofa bed. Available for a minimum 2 night stay, they are exclusive use for wedding party guests only.

**Transport** - We strongly recommend booking your transport on the night of your event well in advance. Phoning taxis on the night is possible, but Saturday nights tend to be busy for local taxi companies and fares charged to nearby accommodation are often quite high, if not agreed in advance. We also have our own 8 seater shuttle bus ideal for bridal party as well as a VW Campervan and Range Rover Auto Biography perfect for the bride or groom.