



FALSIDE MILL

KINGSBARN S

Important information on
planning your special
event at
Falside Mill



FALSIDE MILL

Staffing - Falside Mill does not provide any staffing or planning for your event. There will however be a representative available at all times of your event to assist with any issues relating to the venue itself. Some caterers offer day management to help with the running of your event. If you feel the planning is too much to take on, a wedding/event planner will offer complete, or on the day co-ordination.

Suppliers - You are not restricted to using certain suppliers within Falside Mill, the only exception being we provide a bar service in-house. You can pick whichever other suppliers you like. These should be reputable suppliers who hold their own insurance. If a catering supplier isn't on our suppliers list please get in touch with us before booking their services.

Catering area - The kitchen space is really just a big room with plenty of power points and a double sink. There are no fixed appliances and there are no fridges/freezers etc. Caterers will have all their own equipment and will set this all up the day before your event. Staff toilets are provided next to the kitchen.

Furnishings - Can be provided for an extra charge.

Decorations/Lighting - We think there's ample lighting at Falside Mill to have a atmospheric, fantastic event. If you want more lighting, this has to be set up by a competent person, or a professional event lighting company. If it's fairy lights, or foliage you want to suspend from beams, we're confident this will be easily achieved. **If you require a more complex lighting installation, or anything which requires suspension from the ceiling, the supplier must arrange a site visit to discuss, well in advance of your event.**

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.

Drinks - We are happy to accommodate BYOB before and during your meal with no venue corkage charge, thereafter we operate an in house bar service.

Food trucks - There are two main allocated points to have any outdoor food trucks. The best one is by the main entrance to the main hall, as there are outdoor power points (13amp) located here. The second is using one of the accessible parking bays and there are power points next to the mill ring. Please note, if using this space, make sure the vendor brings a cable guard, as power cables will need to be run across a footpath.

FALSIDE MILL

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 and the main hall. 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.**

Candles/Fires/Firepits - Fires and fireworks are not permitted under any circumstances at Falside Mill. 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. All entertainment, music live or recorded must stop by midnight with all guests and suppliers departed from the venue by 1am

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 or main hall only and **not in the courtyard or outside areas.** The confetti used must be biodegradable and compostable. No glitters, coloured papers or metallics are allowed.

FALSIDE MILL

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.

The Farm - Falside Mill is part of Falside Farm, which is a working organic farm. Although we try our very best to minimise work on event days, there may be the odd bit of activity around the farm which will not, under any circumstances, affect your wedding. You may just spot the odd tractor in a field, or there may be a bit of mud on the roads. We're an organic farm and, as such, we encourage as much biodiversity on the farm as we possibly can. What this means is we don't cut grass verges around the farm until we really have to, to allow ground nesting birds and insects to thrive. The venue lawn is the exception and this will always be cut and maintained, as you would expect.

The track between Falside Mill and Morton of Pitmilley accommodation – The track which joins Falside Mill and the accommodation at Morton of Pitmilley is very much a farm track and it will get very muddy and occasionally impassable when conditions are wild and wet! It's not lit, so we only recommend considering using this path as a means for guests getting back to Morton of Pitmilley in very dry conditions in the peak summer months, when guests can see where they're going. **As some guests will likely be intoxicated when leaving the venue, we cannot advise you rely on sending guests home this way and would always recommend booking transport well in advance.**

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.