

Dry Hire Code of Conduct

Cotswolds Hotel and Spa

To help ensure a safe, respectful and enjoyable event, all dry-hire clients, guests and suppliers must follow the venue rules below.

Guest Conduct

- Respect venue staff, hotel guests, facilities and equipment at all times.
- Follow all reasonable instructions from venue staff and event organisers.
- Do not leave rubbish in bedrooms, corridors, reception, communal areas or around the hotel.
- Do not gather in reception or communal areas in a way that causes excessive noise or disruption.
- Music must be kept at a reasonable volume.
- Park only in designated guest parking areas.
- The golf course is strictly out of bounds unless authorised.
- Golf buggies must not be climbed on, played with or used without permission.
- Event guests should not enter bedroom corridors/floors unless they are resident guests

Children

- Children must be supervised by a responsible adult at all times.
- Children must not run around the hotel, enter restricted areas, access the golf course or climb on golf buggies.

Kitchen & Venue Equipment

- Only equipment specifically approved by the venue may be used.
- Kitchen equipment must not be used, moved or removed without permission.
- Furniture, glasses, covers and other hotel equipment must not be removed or misused.
- The venue speakers and PA system box must not be moved, removed, disconnected or tampered with at any time.

Cleaning

- Unless a cleaning fee has been agreed, the dry-hire client is responsible for leaving the event space clean and tidy.
- The ballroom must be swept, vacuumed and mopped where required.
- All rubbish must be removed from the property unless otherwise agreed with the venue.
- The kitchen and any areas used must be left in the condition in which they were found.

Smoke, Haze & Dry Ice Machines

- These must be used responsibly and in accordance with venue instructions.
- If they activate the fire alarm or venue staff ask for them to be switched off, they must be turned off immediately and not restarted without permission.

Responsibility

The person making the booking is responsible for ensuring that all guests, suppliers and contractors follow these rules.

Failure to follow venue rules or reasonable instructions from staff may result in activities being stopped, guests being asked to leave, additional cleaning or damage charges, or the event being ended in serious circumstances.

Thank you for helping us keep Cotswolds Hotel and Spa safe, clean and enjoyable for everyone.