



BIKANER HOUSE

## Guidelines for vendors

*Built in 1932, Bikaner House is a heritage building categorised by the Archeological Survey of India as a GRADE II Heritage site. Since it has now been made accessible to the public, there are certain guidelines, while working on the premises that must be strictly adhered to.*

***Please note: Non-adherence to the guidelines will lead to forfeiture of the security deposit.***

### **Guidelines for caterers:**

1. Bikaner House does not have a kitchen of its own. The organiser may request the catering vendor to set up a temporary kitchen as per their requirements.
2. The kitchen set up must have a flex / old carpet on the floor in to absorb food or oil spills. The entire area where food is cooked or served must have floor covering (flex or carpet).
3. There must be black masking, properly installed to camouflage the kitchen from the public space.
4. Please ensure minimal usage of open flames. Every open flame must have a fire extinguisher next to the flame.
5. Caterers must provide bins for guests to dispose of the toothpicks, napkins, paper cups etc.
6. All garbage should be disposed of by the catering team at the end of the event themselves.
7. No food remains should be left at the venue or anywhere on the Bikaner House premises.
8. The sinks in the washing up area must also be cleaned at the end of the event. They are not be used for food disposal, including disposal of liquids (i.e., dals and curries etc.)
9. The organizer shall not station the food within the gallery spaces. Pass-around snacks and drinks shall be permitted during the entire duration of the event. Stationed Food inside the gallery spaces shall only be permitted under special circumstances (such as Rain, Storm or any hinderance due to in-house event).
10. The auxiliary spaces such as Rotunda and Aasman reserved regarding F&B services towards the Main Art gallery and Kalamkaar, respectively shall not permit any live flames or cooking for the entire duration of the event. Precooked items along with electrical heating appliances such as microwave, oven and induction shall be permitted.
11. Chandni Bagh kitchen area can be utilized towards flame-based cooking for a maximum of two flames after ensuring adequate fire hazard equipment within the premises.

### **Guidelines for bar- set up and serving liquor:**

1. If you are serving liquor, the liquor license must be submitted to our office as soon as the liquor enters the premises/ even for storage purposes.
2. Liquor license must be strictly adhered to, both with regards to timings as well as the liquor served.
3. All empty bottles must be removed from the premises after the event is over.
4. For the bar set up: each bar set up requires a separate liquor license. With one liquor license there may only be one bar.
5. The bar must have flexes and old carpeting on the floor as water proofing for ice, water, chilling containers etc.

### **Guidelines for logistics vendors (A/V, lights, furniture, painting )**

1. The logistics team must ensure that there are no loose nails and other equipment strewn all over the place. Should someone be hurt, the event organiser will be held liable.
2. There must be no loose wiring on the floor, all wiring must be properly masked or covered with wire protectors. There may be no wires running through planted pots, bushes etc. Potted plants are not to be used as garbage bins.
3. Proper carpeting under the easels, false walls or any other installation material to be placed in the ballroom. It is recommended that the entire floor be carpeted for large installations.
4. All electrical work may be done under the supervision of the Bikaner House electrician.
5. When Bikaner House generators are used, all wiring in public areas connected to the genset must be covered by wire protectors
6. No fabrication is allowed at Bikaner House, only assembling can be done inside.

7. The organiser shall ensure that all painting and touch-up work in the gallery is carried out with utmost consideration for the heritage character of the building.
8. All vendors are required to use masking tapes, bubble wrap, protective coverings, and other appropriate materials to safeguard the walls, floors, doors, and fixtures and to ensure clean and professional finish.
9. The work will be periodically inspected by the BHMS team, and in case of any lapse in standards or damage risk to the property, the activity may be stopped immediately until corrective measures are undertaken.

**General guidelines for all vendors:**

1. For security purposes, names of all staff as part of the logistics / catering team, who will be present on the venue, must be submitted to our office.
2. Vendors must carry their own tools and equipment. Bikaner House will not be able to provide them with any tools.

**Code of Conduct for the workers:**

1. All workers must be properly dressed. They must have T-shirts on and basic footwear (i.e., no vests, or bare feet)
2. Workers must conduct themselves properly. They cannot loiter all over the place and must always be under supervision.
3. Workers must use the facilities provided for them (for drinking water and toilets). They may not use guest toilets, mineral water dispensers etc.

**Please note: The entire security deposit against catering will be kept as compensation, should any staff of the vendor, or the vendors themselves be found chewing tobacco or paan anywhere on the premises.**