



HERITAGE
— VENUES —

Lillibrooke Manor External Catering Event Schedule

Time	What's happening	Location	Notes/Requirements
08h00	HVL staff on site		To clear Galley Kitchen, service area & bar. To leave correct furniture in each area, as specified in requirements
09h00	Caterer arrive		Set up directed by Facilities Manager
11h00	Venue Manager on site		
12h00	Guests arrive	Small Barn & Cloister Garden	
12h00	Drinks and canapés reception	Small Barn & Cloister Garden	Caterer serving
13h30	Guests moved to Great Barn	Great Barn	
14h15	Food service	Great Barn	
16h30	Cutting of cake	Great Barn	
23h30	Music to finish		
00h00	Guests depart		Event team to clear room – stack chairs against wall & collapse tables
01h00	Caterers to depart		