

**Beverley Potter****T:** 01202 885788**M:** 07929050487**E:** bev@pinkgiraffephoto booth.co.uk**W:** www.pinkgiraffephoto booth.co.uk**Pink Giraffe Photobooth**

Photobooth hire for Weddings,
Anniversaries, Children's Parties,
School Prom Nights, Corporate,
Business and just about any
Special Occasion.

Method Statement

(Updated 01/05/2025)

Preparation prior to an event:

We do not usually conduct on-site visits prior to an event unless requested and practical to do so. We usually arrive at a venue in plenty of time so if any issues exist there will be plenty of time to deal with them. We are not therefore aware of all potential problems that may exist until we arrive on site. so inquire of any access restrictions, stairs, electrical socket locations and running extension cables safely to the set up location prior to arrival via our information request form which is always sent to a client on booking.

As a general rule if a venue has wheelchair access to where the hired equipment is to be sited, we should be able to access the location without issue.

We usually have two staff members on site to install our Magic Mirror Booths and The 360 Revolution.

All staff will take advice when on site and follow any instructions for safely, loading and unloading the vehicle and parking. Staff will pay full attention to, and following guidance on, HSE lifting methods.

Unless discussed beforehand, on arrival our staff will try to make immediate contact with the on-site contact so they can follow any directions and identify preferred location, electrical sockets we may use, and obtain any other relevant information such as evacuation procedure during an emergency.

We ask that the onsite contact give clear instructions where fire exits are located and advise our staff to familiarise themselves with emergency exits and procedures at a venue in all cases.

If there is no power socket where the Photo Booth or Mirror Booth are to be located we ask that a power cable is run to the designated area prior to our arrival by the client. We require two sockets per mirror (one for the mirror and one for the printer). We carry our own electric cables and extension cables in case required but recommend that the client run their own cables to the preferred location. Please let us know in advance if there is any problem with this request.

Precautions when moving equipment on and off site:

We usually use two staff members who will walk the route prior to installing the **Magic Mirror Booth and 360 Revolution** in the customers preferred location to make themselves familiar of any particular hazards they may encounter.

Our staff are aware the enclosed **Photo Booth, Bellows Tripod Booth, LOVE Letters & Flower Walls** may be moved, loaded and unloaded by one person and have a full understanding of the correct way to lift all equipment in a safe and methodical manner.

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Our staff are aware and conversant that the **Magic Mirror Booth** may be moved by two methods and the **Beauty Mirror Booth** by one method:

The first method is by tilting The **Magic Mirror Booth** backwards or onto the side and using its own built in wheels to move it. The second method and preferred method is by means of a "dolly" which is used with ratchet straps and allows the operators to manoeuvre the **Magic Mirror Booth** in tighter areas. In both instances two people will be on hand to manoeuvre the mirror through the site. The **Beauty Mirror Booth** is strapped and moved on a trolley.

Our staff will follow similar procedures and precautionary measures as above when moving the **360 Revolution** platform and Station.

Flower Wall's are brought on site pre-assembled in three or more sections and are transported in soft bags. The Aluminium frame is also in a heavy-duty bag. The heavy base plates are carried onto premises using carry handles. Staff are trained to assemble, disassemble and move our Flower Walls and they pose no real difficulty setting up and taking down or moving.

Set up

During set up our staff will advise the onsite contact if there are any issues which may / will cause a problem prior to or during the event hire period, and advise any course of action where necessary.

All transport equipment and cases not in use will be safely stored away or removed to our vehicle until required for pack down.

Staff duties during the hire period:

During operation our onsite staff members will give clear instruction to all guests using the Photo Booth, Magic Mirror Booth, Beauty Mirror Booth, Bellows Tripod Booth and 360 Revolution.

During operation our staff will ensure the set up area is kept clear of trip hazards & liquids and will advise guests accordingly.

During operation at least one member of staff will be available to assist and advise the user of the Photo Booth, Magic Mirror Booth and 360 Revolution.

During operation our staff will refuse access or use of the hired equipment to any person they deem to be a hazard to our equipment, ourselves or other users. (i.e. due to the user consuming too much alcohol). We reserve the right to suspend our services or shut down if we feel a situation deems it necessary in the interest of health and safety. In any event we will inform the onsite contact of our decision and reasons why we have taken any action of this nature.

Packing down:

When packing down all staff will follow any requests by the onsite contact when exiting the building with the equipment. We will familiarise ourselves with the exit route if different to the entry route prior to moving the equipment.

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Our staff will clear all equipment brought onto the customers premises and leave the area in a safe condition. All staff are advised to make contact with and bring any concerns to the onsite contact prior to leaving.

Staff aware

Mr Leigh Henry

Mr Shaun Henry

Ms Beverley Potter

Mr Gareth Potter

Mr Ian Cozens

Ms Elska Lancashire

Ms Samantha Luther

Mr Armarni Gilham

Mr Daniel Lyons

Mr Christian James

Miss Morgan Garner

Ms Phylis Chapman