



## Crabbs Barn Ltd

Wedding & Corporate Venue

### 2009 BOOKING FORM (WEDDING RECEPTION)

Please complete both sides of this booking form and return it to Mrs Wendy Scott

Name of Bride and Groom.....		
Address.....		
.....		Postcode.....
Tel, No.....	Day.....	Evening.....
Fax, No.....	Email.....	

Venue hire £3500.00

Day and Date of Wedding .....
Civil Ceremony..... Church Wedding.....
Anticipated Arrival Time at Crabbs Barn.....
Time of Marriage Ceremony.....
Garden Pavilion- evening use 7pm-11.45pm additional £200.00..... Yes.....No.....
Approximate Number of Guests for Ceremony/Wedding Breakfast .....Adults.....Children (Under 12).....(Under 18)
Wedding Breakfast Start Time .....
Total Number of Guests for Evening Reception (inc. Day Guests) .....Adults.....Children (Under 12).....(Under 18)
Nominated Caterer.....
Chair Covers (can only be supplied by Chic Chair Couture)Yes.....No.....
Type of Entertainment :      Crabbs Barn Disco..... Live Band..... Other.....

Special Requests.....
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### TERMS AND CONDITIONS

1. Crabbs Barn does not accept any responsibility or liability in respect of loss or damage caused to the premises by or on behalf of the Hirer or persons authorised by the Hirer to visit the premises during the period of hire. The Hirer should obtain appropriate insurance cover.
2. Crabbs Barn does not accept responsibility or liability in respect of loss or damage to equipment, vehicles, or personal effects belonging to the Hirer or their guests during the period of hire.
3. The Hirer will be responsible to Crabbs Barn for making good any damage which may have been done to the premises; furniture, flooring or grounds by persons attending the function.

4. Due to Planning Regulations, The Bar will close at 11.30 p.m. and Music will cease by 11.45 p.m. All guests are required to leave the premises by the stated times to avoid disruption to local residents.
5. Under no circumstances must any vehicle coming to Crabbs Barn park or obstruct in Cranes Lane. There must be clear access for emergency vehicles at all times. No vehicles are permitted on the grassed areas.
6. Smoking is prohibited in the Barn and all associated areas. A smoking area will be made available. The supply or use of illegal substances will not be tolerated.
7. The Barn is not able to accommodate dances that involve multi partner group dancing due to insufficient floor space i.e. barn dances.
8. Our Insurance only offers cover for the services we provide, all other outside services such as entertainers MUST produce copies of their public liability insurance certificate 4 weeks prior to the event. All electrical equipment brought onto the premises MUST hold current P.A.T. test certificates.
9. A non refundable deposit of £500.00 is required to secure the booking. A further £500.00 will be required 4 Months before the event with the final balance due 4 weeks prior to the date of the event. Any Date transfers will incur an admin fee of £100.00 ( No transfers less than 9 months prior to wedding) Cancellation's must be put in writing, or the full payment for the venue will be required when due **All Chq's made payable to Crabbs Barn Ltd.**
10. We recommend that appropriate wedding insurance is taken out to protect payments made to relevant suppliers in the event of a cancellation
11. Catering may only be provided by companies on our recommended list to ensure quality of food and service. Apart from your wedding cake, no other food or drink may be bought onto the premises by the hirer or their guests, except by prior arrangement with Management. Caterers access to the kitchen can be obtained from 9 am on the day of hire, all equipment must be removed on the same day. Crabbs Barn cannot be held responsible for loss or damage to such equipment.
12. ALCOHOL may NOT be bought onto the premises unless by prior arrangement with Management. This also includes Alcohol for gifts and favours.
13. Entertainers equipment may not be bought onto the premises until the day of hire. Entertainers are required to liaise with Management regarding the use of specialist equipment, power sources etc. Crabbs Barn will not be held responsible for loss or damage to any such equipment.
14. To protect our natural environment confetti may NOT be used on the premises, NATURAL PETALS only may be used outside For health & safety reasons the use of bubbles, party poppers, glitter/confetti bombs, Helium balloons and fireworks are not permitted inside the premises. Ball Games are NOT permitted
15. Crabbs Barn reserves the right to amend any conditions, and to undertake to inform the hirer promptly of such changes should they apply.
16. Only guide dogs are permitted on the premises
17. Signing of this document shows acceptance of the Terms and Conditions

Please sign and return this booking form as confirmation of your requirements and acceptance of the Terms and Conditions.

Signed.....Date.....

Please PRINT NAME.....