



Crabbs Barn Ltd

Wedding & Corporate Venue

2011 BOOKING FORM (WEDDING RECEPTION)

Please complete both sides of this booking form and return it to Crabbs Barn

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

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..... Inclusive Package Yes No
Chair Covers (can only be supplied by Chic Chair Couture) Yes..... No.....
Type of Entertainment: Crabbs Barn Disco.....
Live Band.....
Other.....

Special Requests.....
.....

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. We reserve the right to charge a damage/missing item deposit when deemed appropriate.
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 in or obstruct 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 deposit of £500.00 is required to secure the booking. A further £500.00 will be required 6 Months before the date of your Wedding, with the final balance due 4 weeks prior to the date of the event. All deposits are non-refundable any cannot be returned under any circumstances 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 and sent by recorded delivery, or the full payment for the venue will be required when due. **All Chq's made payable to Crabbs Barn Ltd.**
Please Note (All credit card payments are subject to a 3% surcharge)
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. 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 terms and conditions, and to undertake to inform the hirer promptly of such changes should they apply.
16. Only guide dogs are permitted on the premises at the discretion of management.
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 by Bride or Groom.....Date.....

Please PRINT NAME.....