



# Crabbs Barn Ltd

Wedding & Corporate Venue

## ***CORPORATE BOOKING FORM***

Name .....

Company .....

Address.....

.....Postcode.....

Tel, No.....Day.....Evening

Fax, No..... Email.....

Day and Date of Function .....

Type of Function.....

Approx. Number of Persons Attending.....

(Where delegate rate applies a Minimum of 15 persons will be charged)

Hire Period Start Time.....Finish Time.....

Please Note:- (Access can only be gained 1 hour prior to the start time)

Delegate Rate.....Venue Hire.....

Garden Pavilion (Extra Charge Payable)Yes/No.....

Please Note:- (Meals cannot be served in Pavilion Room)

### **Room Requirements**

(We can seat up to 100 persons for a formal meal – up to 140 persons can be accommodated informally for a cold finger buffet)

Room Layout i.e. Boardroom, Classroom, Theatre.....(We can seat up to 90 persons in the old barn theatre style).

Catering requirements (see over- leaf). Cold Finger Buffet/Fork Buffet/Formal Meal/Bar-b-Q/Hog Roast

Menu Choice (Delegate Rate Only).....

Specialist Equipment Hire – POA.....

Entertainment... ( ie In house disco / Band / Own disco / Magicians etc ) .....

# TERMS AND CONDITIONS

We have parking for approx 60 cars. Under no circumstances must any vehicle coming to Crabbs Barn **park in, or obstruct** Cranes Lane. There must be clear access for emergency vehicle at all times. No vehicles are permitted on the grassed areas.

Crabbs Barn does not accept responsibility or liability for loss or damage caused to the premises, furniture, fixtures and fittings by or on behalf of the Hirer, or persons authorised by the Hirer to visit the premises during the period of hire. The Hirer shall be responsible for any such damage to the premises.

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.

Our Insurance Policy covers only for the services that we provide, all other service providers contracted by the Hirer, including musicians and entertainers, **MUST** provide copies of their current public liability Insurance certificates. All electrical items must be P.A.T. tested. We require current copies of valid certificates prior to the event.

The Hirer shall notify Crabbs Barn of all entertainers and service providers that may be booked for their event. Any such persons **must** liase with us with regard to accessibility, use of specialist equipment, power sources etc.

A non-refundable deposit of £250.00 is required to secure the booking. Final payment due 4 weeks prior to the event on receipt of invoice.

Due to Local Authority Planning Regulations, the Bar Facility will close at 11 30 pm and music will cease at 11 45 pm. All persons are required to leave the premises at the stated times.

Smoking is NOT PERMITTED inside the premises.

Catering may be provided by In House or one of the associated Companies, no other food or drink may be bought onto the premises unless by prior arrangement with Management.

Helium balloons are NOT permitted inside the Barn.

For Health & Safety reasons the use of bubbles, party poppers, glitter/confetti bombs is not permitted inside the premises.

Guide dogs welcome.

Crabbs Barn reserves the right to amend any conditions, and to inform the Hirer promptly of any such amendments.

Signing of this document shows acceptance of the Terms & Conditions.

SIGNED.....DATE.....