

# Crowborough Farm

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## EVENT BOOKING FORM

PLEASE COMPLETE TABLE AND INFORMATION AND RETURN TO US BY E-MAIL or by POST:

### Your details

Party Leader Name

Address:

Telephone: Home Work

Mobile Phone

email address:

### Event Details

Type of Event: (Wedding/ Party etc):

Date of main event:

Number of guests at main event:

### EVENT REQUIREMENTS

Please detail (as much as you are able at present) to provide a basic booking cost, which enables you to calculate your initial deposit, using the table below. You may later add or subtract additional services as required up until 3 months before the event at which point your final balance will be payable. Final catering numbers and camping numbers can be finalised up to 2 weeks prior to event with any corrections to final balance to be paid then. We will always do our best to accommodate any last minute changes if we can!

What	Req'd Y/N?	Included	How Long?	Cost	Note	Total
Field		Space for Marquee Access to Compost Toilet Block, Fire Pit, Parking, Water supply Camping	Friday am- Monday afternoon allows for a Friday, Saturday or Sunday event.	1500.00	Amplified Music one night only, ends at midnight. Allows for Friday set-up and Monday take- down	
The Great Oak Dome		Oak Dome with cladding panels &	Friday am- Monday pm	1500.00	Amplified Music one night only, ends	

		stage, water point, parking, access to compost toilet block			at midnight. Allows for Friday set-up and Monday take-down	
<b>Barns &amp; Yard</b>		Lower Barns, Stage, Yard, Power Supply from Mains, Basic Space Lighting Parking.	Friday am-Monday 10 am	1500.00	Amplified Music One night only. Ends in Yard at midnight. Allows for Friday set-up and Monday take down	
<b>Upper barn</b>		To extend lower barns	Friday am-Monday am	500.00	As above	
<b>Quarry</b>		Space only including Stage, Tree house, Water supply, access to compost toilet block	Friday am-Monday afternoon	1500.00	Amplified Music one night only, ends at midnight. Allows for Friday set-up and Monday take-down	
<b>Sail Cover to Quarry or set up in field</b>		Erect & Dismantle	Per Event	1500.00	Can be added to double size of Dome	
<b>Extra Portable Toilets (compost)</b>		Double Unit Mobile Compost Toilets for guests	Per Event	300.00	Required for Events in the Barns and top fields	
<b>Extra Portable Toilets (Luxury)</b>		Double Unit plus	Per event	400.00	Required for Events in the Barns and top fields	
<b>Coir Matting flooring</b>		Smart natural fibre flooring	Per space	400.00	Recommended for grass floored spaces	
<b>Power Supply to Quarry or Dome</b>		220V sockets supplied by 15Kva generator, fuel included.	Per Event	300.00	Includes single phase sockets to event space	
<b>In House PA System</b>		Supply & Set-up Speakers, mixer & Amps for DJ/ Speeches/Ipod Plugin	Per Event	From 250.00	Basic kit is sufficient for DJs for any of our spaces. Bands will need to supply own kit	
<b>Performance Lighting Service</b>		Performance lighting to enhance the mood or theme of your event. In house kit includes lasers, strobe, coloured disco lights, scanner, smoke machine & UV blacklights, fairy lights & disco balls	Per Area per event (Quarry, Marquee or Barns),	From 250.00	Additional effects are available. Prices depend on client requirements	
<b>Accommodation in Cottage</b>		Sleeps up to 6 in comfortable holiday cottage	Friday 4 pm-Monday 10am	From £800	Longer stay available by request	
<b>Accommodation in Farmhouse</b>		Sleeps up to 14 in Lovely & spacious Farmhouse	Friday 4 pm-Monday 10am	From 2500.00	Required if booking during holiday season. Longer stay available by request	
<b>Camping</b>		Tent /Campervan space, cold water supply, Compost toilets	Per event	Free for 3 nights of field rental	Max 150 camping.	

<b>Tables</b>		Solid wooden trestle tables	Per event	£24 per table	Seat 10 per table (8 if ends are not used) or use tables for presentation, catering etc.	
<b>Benches</b>		Solid Wooden benches	Per event	£3per head	To match tables	
<b>Chairs</b>		Folding Wooden Chairs	Per event	£3.20 per head	Available in White or Beechwood	
<b>Straw Bales</b>		Bales	Per Event	£3 per bale	Seat 2 per bale at tables or for use as seating elsewhere	
<b>Bale Sofa</b>		Large outdoor sofa	Per event	From £24	Expandable size	
<b>Cushions for bales</b>		Padded Calico Cushions	Per event	.50p per head	Seats 2 per cushion to fit bales	
<b>Bunting, decoration, Backdrops Outdoor Fairy Lights</b>		As required- a range of options available		POA		
<b>Bands/DJs</b>		From basic disco to House & Trance DJs, Bands of all genres from folk to punk and back. We are well connected with some of the finest artists in the South West.		POA		
<b>Catering Service</b>		A range of catering options from barbeque/ hog roast to 5 course menu		£15-55 per head POA		
<b>Catering Kitchen</b>		Mobile commercial catering kitchen		POA	Price depends on client requirements	
<b>Bar</b>		Custom Wooden Bar suitable for any event	Per event	£250		
<b>Waiter/ess and ushering service</b>		Staff for waiting tables, serving, and assisting with parking, coats, ushering etc.		£8 per staff member per hour		
<b>Bar tender/ front of house/ heat waitress</b>		Skilled staff		£12.50 per staff member per hour		
<b>Wedding co-ordinator/ staff manager</b>		Planning and supervisory role for your event from one of our creative onsite management team	Per event	£250 per day		
<b>Glasses</b>		As required		Allow 30p per glass		
<b>Cutlery</b>		As required		Allow 20p per item		
<b>3 course Place setting (white china)</b>		As required		Allow 20p per item		
<b>Table linen</b>		As required (paper banqueting roll and		20p to £3.50		

		napkins or all white linen)				
<b>Barbecue</b>		Catering BBQ	Per event	£100	charcoal fired stainless catering bbq	
<b>25 litre water boiler</b>		Water boiler	Per event	£25		
<b>Catering Pots, Pans, Kettles etc.</b>		As described	Per event	Allow £10 per item		
<b>Firewood</b>		Locally sourced from sustainably managed woodlands	Per pick-up load	£100.00		
<b>Clear Up Service</b>		Full Clean-up, Recycling and Disposal Service	Per area per event	200.00	Additional cost if more than one area/space is used.	
<b>Book the Farm and get a great discount!</b>		One event space, Camping field, Both Houses, Compost Toilet Block, fire pit, water supply, parking,	Houses for Event, Event space and camping for long weekend,	6000.00	Amplified Music one night only, ends at midnight. Allows for Friday set-up and Monday take-down.	

**TOTAL EVENT AND ACCOMMODATION COST:**

**BOOKING DEPOSIT PAYABLE (50%):**

### **BOOKING and PAYMENT SCHEDULE**

To confirm your booking please calculate your event cost using the table above.

The booking deposit of 50% of event cost is payable to confirm booking and secure your dates.

Your balance payment is due 12 weeks prior to event.

An additional refundable damages deposit of £1000 is payable with balance.

Final Variables to be agreed, costed and paid two weeks prior to event.

Damages deposit is refunded within 14 days following event subject to final invoice settlement.

Please note: to comply with safety requirements a guest list detailing the names of occupants of the Farmhouse, the Cottage and any campers must be supplied prior to the event.

I request the rental of Crowborough Farmhouse and Lower Orchard Cottage ("the accommodation) for the dates of \_\_\_\_\_ until \_\_\_\_\_ .

I request the rental of event space, services and equipment as detailed above ("the event") the dates of \_\_\_\_\_ until \_\_\_\_\_.

Internet service: I agree to accept the internet service and that I will comply with English Internet Law including legal use of the internet and the laws on the content of downloads

I agree to be bound by the Terms and Conditions below of Crowborough Farm ('The terms and conditions'). I agree to pay the fee of £ . The fee covers the provision of event space, accommodation and use of all the equipment/facilities of the property, water, electricity & gas and bed linen during the rental period which are listed in the table above.

I accept the terms and conditions below on behalf of myself and of those in my party who will reside at Crowborough Farm, on whose behalf I am duly authorized, being over 18 years of age, to make this agreement.

Signed (Client):

Dated:

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APPLICATION ACCEPTED:

Signed (Owner):

Dated:

For and on Behalf of Crowborough Farm      Payment of £      booking deposit received with thanks.

## TERMS AND CONDITIONS OF ACCOMMODATION AND EVENTS AT CROWBOROUGH FARM

### Accommodation

The properties known as Crowborough Farmhouse and Lower Orchard Cottage ("the Property") are offered for holiday rental subject to confirmation by the owner "Crowborough Farm", Suzanne Hobbs and/or Matthew Knight ("the Owner(s)" "Property Manager(s)") to the renter ("the Client").

At the end of the rental period the client should leave the property in similar condition to that in which it was found. The Damages/Cleaning Deposit will only be refunded if the property is left in the same clean and tidy condition in which it is found, i.e., All washing up done and kitchen tidied, oven/hob/microwave cleaned, BBQ cleaned, floors swept, beds stripped down with linen removed and left in the baths, rubbish put in correct bins etc. Small damages, e.g., smashed mug/glass will not incur a penalty, but please notify us. Large damages will incur replacement cost charge.

Any additional cleaning costs incurred as a result of the property being left in a dirty or untidy condition may be passed on to the client at the discretion of the owners.

**Deposit payment:** 50% deposit is required when you book and the balance 12 weeks (84 days) before you arrive. Payments must be in £ sterling by a bank transfer. When the balance is paid the refundable damages deposit of £400 (Farmhouse) and £200 (cottage) will also become payable. This additional deposit will be refunded to clients within 14 days of the completion of the holiday and subject to the terms and conditions being met.

All payments should be made to Crowborough Farm by transfer to reach us within 5 days of your booking. Bookings are not confirmed until receipt of deposit.

Our bank account details: Account details will be included in the email to you confirming your provisional booking. We will confirm safe receipt by email as soon as payment reaches us.

IF PAYMENT IS NOT RECEIVED WITHIN 5 DAYS YOUR BOOKING WILL BE CANCELLED

Booking within 12 weeks of arrival: you will need pay the full rental cost plus your damages deposit by electronic transfer. Please confirm to by e-mail that the full payment has been made in one transaction. We will send you confirmation by email when the money has been received.

**Cancellation Policy:** if the client terminates this Agreement prior to 12 weeks before the start of the booking they will only be liable for the deposit which will be withheld by the owners. If the client cancels within the 12 week period before the booking the full amount of the booking will be forfeit and retained by the owners, the Damages Deposit will be refunded. The only exception to this will be if the owner is able to find a replacement that accepts the same terms (We will do our utmost to find a new client through 'late availability' but the client will be liable for any discounts we have to offer). We recommend holiday/ event cancellation insurance to cover our clients against losses in this event. Termination must be made in writing. The date of termination is considered to be the date the document is received by us.

#### **Disclaimers:**

We deal with rental enquiries and bookings in good faith and make sure that the provision of the rental service is as advertised.

We are unable to accept liability for unforeseen circumstances (force majeure) leading to cancellation or disappointment.

The managers and the owners of the property accept no responsibility for accidents to guests or to loss or damage to their property.

Under no circumstance shall the Owners' liability to the Client exceed the amount paid to the Owners for the rental period.

**Keys:** the client receives property keys for the duration of the rental period. The keys will be provided and collected by arrangement from the secure location. At the end of the rental period the client is to leave the property and return the keys to the secure location, or to the Property Managers or a person nominated by the Property Managers.

**Smoking:** is not allowed inside the property. All cigarette butts must be disposed of responsibly.

**Pets:** are not allowed up stairs in the farmhouse or on ANY furniture. There is a maximum of 2 pets per booking at a cost of £15 per pet. An additional deposit of £15 per pet will be required and returned only if there is no evidence that a pet has stayed in the Farmhouse i.e. all dog/cat hair has been removed. Dogs and cats can be walked on the farm, but any mess found in/around the farm yard or buildings will mean forfeit of the additional deposit. These strict conditions must be met to guarantee the return of your Pet Deposit.

**Maximum occupancy:** The house can only be occupied by a maximum number of fourteen people and the cottage by six. In the event of any over occupancy we reserve the right to refuse entry, terminate the contract, or levy additional charges

### **Liability and responsibilities of the client:**

The Client agrees to be a considerate tenant/hirer and to take good care of the Property and agrees not to act in any way which would cause disturbance to neighbours.

The Client shall report without delay to the Owners (or their representative) any defects in the Property or any breakdown in its equipment, plant, machinery or appliances. Arrangements for repair and/or replacements will be made as soon as practicable.

The Owners shall not be liable to the Client for the temporary defect or stoppage in the supply of public services to the Property, nor for the malfunction of any appliance or service within the Property, nor for any damage or injury which is the result of adverse weather conditions, riot, war, strikes or other matters beyond the control of the Owners. The Owners will refund within 7 days of notification to the Client all sums previously paid should the Property be destroyed or made uninhabitable before the start of the rental period.

The rental property including the furniture and the other contents are to be treated with care. The client is held responsible for the actions of other people, including any guests or visitors they might have, within the property. The client is liable for any damaged goods, damage to the property or damage to anything else related to the property, whether caused by themselves or their accompanying guests or visitors.

The Client is strongly advised to arrange a comprehensive travel insurance policy (which includes cancellation cover) for personal belongings, public liability, etc since these are not covered by the Owners insurance for the property.

If any of the legal requirements set out in this contract are inoperative or impractical, or become so after completion of the contract, the effectiveness of the remainder of the contract will not be affected.

Any changes or alterations to the Agreement must be agreed by both parties and must be in writing.

**Governing Law:** This agreement shall be governed by English law in every particular including formation and interpretation and shall be deemed to have been made in England. Any proceedings arising out of or in connection with this agreement may be brought in any court of competent jurisdiction in England.

### **Events**

In signing the agreement it is understood that you have read these terms and any accompanying emails that relate to this agreement and you agree to the terms discussed therein.

**Non-refundable deposit:** 25% of the entire rental amount will be required for confirmation of the booking. This is to be paid by bank transfer.

**These Terms:** must be signed and returned (either scanned & emailed or by post), which we will counter sign, indicating acceptance.

**The final balance:** is due 12 weeks before your event day.

Until we receive the deposit your booking is deemed as provisional.

**Variations:** It is understood by both parties to this agreement that catering and camping numbers may be varied in the run up to the event with final numbers to be confirmed no later than 14 days prior to event. Variations to service provision may also be made in the run up to the event with costs subject to minimum prices found in the event booking table. Extra costs to be agreed by email as variables are requested. The clients agree to pay for additional services requested prior to event. Crowborough farm will strive to ensure a flexible and helpful approach to variations is maintained at all times.

**Failure to pay** the balance according to payment schedule could result in cancellation and forfeit of deposit.. All down payments for services are non-refundable unless alternative clients can be found to fulfil the booking.

**Cancellation** In the unlikely event of cancellation on the client's part, Crowborough Farm regrets that all down payments (other than damages deposit) are non-refundable unless alternative clients can be found to fulfil the booking. We strongly recommend the purchase of Cancellation Insurance for Weddings.

Crowborough Farm reserves the right to cancel the booking in the unlikely event of force majeure (any damage or destruction of the venue/ property by Fire or any other cause beyond our control), which would prevent us from fulfilling our obligation in connection with your booking. If this unfortunate situation was to occur all deposits and down payments will be returned. Crowborough Farm will not be able to accept responsibility for any consequential or third party losses arising from force majeure. Again, we strongly advise clients to ensure your wedding cancellation insurance covers such an eventuality

**Damages** In the event that damage occurs to Owner's property or to any fixtures or fittings (to include the farm house, the cottage, barns, the marquees, dome, and gardens) the client will be responsible for reimbursement in full. The Owner will obtain 2 quotations for any remedial work, and accept the quotation that will most closely restore the item to its original condition.

**Risks and hazards:** Crowborough Farm will endeavour to ensure that all hazards and risks are appropriately protected and signed, however all children are the responsibility of their parents; please ensure that parents are aware of the risks and will watch children at all times. Crowborough Farm cannot accept responsibility for unaccompanied children, nor for adults that behave in an irresponsible or unsafe manner. Crowborough Farm reserves the right to terminate the event at any point, and/or to request the removal of any guest that is behaving in an unsafe or inappropriate manner, and if necessary to terminate the event without notice should the safety of guests be compromised.

**Smoking/Fire** All internal areas are non smoking areas.

No Chinese lanterns or fire works are permitted at the venue.

**Staff** costs for site management and security and for provision of the services detailed are included in the prices quoted, however additional staff costs (waitressing, bar staff, ushering etc may be chargeable at our published rates subject to client requirements)

**Alcohol & Food** Clients may provide their own alcohol and catering equipment and food, however any services required of Crowborough Farm associated with provision of catering, food and drink will be chargeable, to be confirmed in advance of event by agreement between the parties

**Outside contractors** It will be the client's responsibility to specify and liaise with their own sub-contractors (taxi, photographer, registrar, etc.).

Crowborough Farm is not responsible for any external suppliers or sub-contractors brought in by clients, however any service or equipment required from Crowborough Farm by Outside contractors may be charged to clients subject to agreement in advance. Contractors must be insured and clear all of their own waste and carry out any cleanup associated with their work.

**The maximum occupancy** for the farmhouse and cottage are 20 guests combined. At no time during the event is the number of persons inside either property expected to exceed this number. This condition is in place to ensure the safety of guests and property. If the occupancy of either dwelling exceeds this number at any time, Crowborough farm reserves the right to request that the Client immediately reduce the numbers in either property to a safe number, and reserves the right to terminate the event without notice to ensure the safety of guests and property are not compromised.



**The damages deposits** for the event and property rental are refundable in full provided the venues and properties are left in the same condition that they were found in. However if damage and subsequent repair costs associated with the event exceed the damages deposit, the client will be liable for the cost of repairs, and invoiced by Crowborough Farm accordingly.