



Please complete the following

|   |        |                      |        |
|---|--------|----------------------|--------|
| Name:   |        |                      |        |
| Address:  |        |                      |        |
| Post code:  |        | County:              |        |
| Contact Number:   |        | Mobile number:       |        |
| Email:  |        |                      |        |
| Venue Hire start date:  |        | Venue Hire end date: |        |
| Marquee required?   | Yes/No | Number of guests:    | Yes/No |
| <b>Cost</b>   |        |                      |        |
| Total Hire fee (including wedding venue hire fee and PA and Sound Engineer cost): |        |                      | £1,750 |
| Total deposit due with booking (50% of total hire fee):                           |        |                      | £875   |
| Balance due 2 months prior to the booking:  |        |                      | £875   |
| Damages deposit required 2 months prior to booking:                               |        |                      | £250   |

Please make payments online to The Party Field account number: 51556673 sort code: 40-14-01

### Wedding Booking Terms and Conditions

#### Rates

- The cost of the wedding package is £1,750. This includes the use of the Hall for 3 days Friday, Saturday and Sunday and the use of the Hall's PA which must be used if you want to play amplified music along with a Sound Engineer for your wedding evening which we will arrange for you.
- A 25% reduction will apply for all people living in the Parish of Iford and Swanborough.

#### Booking and Payment terms

- In order to secure your booking the booking form below should be downloaded, signed and emailed to us with a 50% deposit. Please contact us if you require a postal address.
- In the event of a cancellation the deposit is non-refundable.
- Full payment must reach us 2 months prior to your Wedding along with a £250 refundable damages deposit.
- The damages deposit will be refunded within 7 days of your booking subject to any damages or costs being incurred.
- If you are booking a Marquee or additional Loos these must be sourced from one of our recommended suppliers detailed on our website. The use of other suppliers for these services can only be arranged with prior consent and will be subject to an additional fee of £150.

#### Site considerations

- The Hall must be left in the same condition as it was before the hire. When you leave, the Hall, the field, the car park and surrounding area must be cleared of all rubbish. The kitchen bins must be emptied and all rubbish put in the dustbins by the gate. If you have any further waste please arrange to dispose of it yourself. Please take any recyclable items (bottles etc) with you, as we do not have recycling facilities.
- If the Hall is not left clean and tidy we reserve the right to charge a cleaning fee and deduct this from your damages deposit.

Wedding Booking Terms and Conditions continued

- You are responsible for the security of the Hall during your booking. Each time you leave you are responsible for checking that all three exit doors and all windows are closed and the burglar alarm set.
- If you are having a Bouncy Castle as part of your event, your hire company must have £5m cover for Public Liability Insurance. Bouncy Castles may not be used inside the Hall.
- Confetti may only be used outside the Hall and it must be biodegradable. Please ensure this is swept up before you leave.
- Firepits are not permitted

Music Policy:

- If you wish to play amplified music the Hall has its own PA system. We require that this is the only PA equipment that can be used in the Hall and that our Sound Engineer will be onsite to ensure that the equipment is used properly. We will provide you with his contact details prior to your event. The specification of the system is available on request.
- Music from live bands must finish at 10pm (as this is more intrusive) and all amplified music must be turned off by 11pm.
- Amplified music must only be played in the Hall and not outside or in a Marquee erected in the field.
- No PA equipment including microphones can be taken outside the Hall.
- No steel or brass bands can play outside the Hall as although these are not amplified the noise is more intrusive.

General

- To book the Hall you must be aged 18 or over and during your hire period are responsible for:
  - maintaining the Hall in good order, taking charge of emergency situations, monitoring the conduct of all persons present and ensuring that everyone complies with these terms and any relevant Health & Safety legislation
  - the electrical safety of any appliance brought into the Hall or used during your booking
  - ensuring that all food served on the premises complies with Food Safety legislation
  - ensuring that everyone present is aware of the fire exits and that they are not impeded
  - ensuring that cars are only parked in the Hall car park and not the adjoining lanes.
- The Hall is located on a working farm, with natural hazards and farm machinery. The Hall also has a raised stage area. Parents should ensure children are supervised at all times.
- A maximum of 120 people are permitted in the Hall at any one time. (Up to 75 people can be seated comfortably, depending on the layout of the tables.)
- We have made every effort to ensure the safety of the Hall and will not be held responsible or liable for any accident, loss or damage whatsoever to persons, vehicles, or equipment.
- You must inform us if your event includes Fireworks. These can only be arranged if you are using a professional company and cannot be lit after 11pm.

Event Notice

- The Hall does not have a venue licence. Should it be appropriate for your event, you are responsible for applying for a Temporary Event Notice (TEN) from Lewes District Council. Please visit [www.lewes.gov.uk/environment/3887.asp](http://www.lewes.gov.uk/environment/3887.asp) for guidance.

Please sign to confirm you have read and accepted our terms and conditions attached to this form. Failure to comply with these terms and condition may result in the forfeit of your damages deposit.

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
| Full name |  |      |  |

Once we have received this form and deposit we will write to confirm your booking.