

# THE PADDOCK

@ common farm

## Booking Form

Name:
Address:
Post code:
Contact Number:
Email:

Venue Hire start date:	Number of Guests:
Venue Hire end date:	Type of event:

Please note that arrival and departure times are 12pm unless agreed differently in advance.

Please indicate whether your event will include the following items:

Teepee/Marquee? Yes/No

Amplified music? Yes/No

### Cost

2019 Weekend Field Hire:	£ 1,850.00	Oty:		Total cost:	
<i>Refundable damages deposit</i>	<i>£ 300.00</i>	<i>Oty:</i>	<i>1</i>	<i>Total cost:</i>	<i>£ 300.00</i>
Standard Loo Hire	£ 120.00	Oty:		Total cost:	
Luxury Loo Hire per unit	£ 520.00	Oty:		Total cost:	
Shower Hire per unit	£ 200.00	Oty:		Total cost:	
Camp fire logs per bag	£ 10.00	Oty:		Total cost:	

**Total Hire Cost:**

Total 20% deposit (non-refundable) of Total Hire Cost:

**Balance due 2 months prior to the hire:**

£
£
£

### TERMS AND CONDITIONS

Our aim is to give you the freedom to plan your event your way to your style - just with great surroundings! However as with any venue there are some terms and conditions we must comply with to ensure everything run smoothly.

#### PAYMENT TERMS:

To secure your booking the form must be completed in full, signed and returned to us with a 20% deposit within 14 days in order to secure your date. In the event of a cancellation the deposit is non-refundable.

Full payment must reach us 2 months prior your booking with the damages deposit 1 month prior. Damages deposit will be refunded back to you within 7 days after your event subject to terms and conditions outlined in your booking agreement.

#### COMPULSORY SERVICES:

Loos are compulsory with all bookings and must be booked via The Paddock team.

**ADDITIONAL SERVICES:**

We welcome you to source your own marquee, teepee or temporary external event structures, however we are more than happy to assist in helping with your enquires should you wish. Please note that the erection and dismantlement of such must take place within the agreed hire period.

For Health & Safety reasons all campfire logs must be purchased via ourselves – we do not tolerate any foraging of surrounding trees, plants or wood to the Paddock or Common Farm.

**ARRIVALS AND DEPARTURES:**

For weekend bookings access can be gained from 12pm Friday to 12pm Sunday. Early arrival/late departures can be agreed in advance at an additional cost.

**WASTE AND REFUGE:**

The Paddock must be left within the allotted time and cleared of all rubbish to enable your full damage deposit refunded to you.

**MUSIC POLICY:**

We love a good party like everyone, but we also have lovely neighbours.

Therefore, we ask that all amplified music must be held inside temporary structures and be finished by 11pm. We can arrange an hour extension that can be discussed further should you wish.

All acoustic campfire music must be respectfully finished at 12am.

**SITE CONSIDERATIONS:**

- To Book the Paddock you must be aged 21 and over – we also do not take any bookings for 16- 20yr old birthdays.
- During the hire period you are responsible for your guests and employees together with the condition of the site, and all property and equipment brought onto the site
- Bookings will only be taken for private or corporate events; The Paddock cannot be used of ticketed events.

Your safety is our main concern at your event, therefore we must ask all guests to remain within the boundary of the Paddock and not wander around the surrounding farm, guests caught trespassing will be asked to leave immediately. We will not be held liable or responsible for any accident, loss or damage whatsoever to persons, vehicles, equipment, tents, accessories or contents during your hire.

**SAFETY:**

We ask for your safety that all vehicles are always left in the designated parking areas. No vehicles are permitted within the Paddock.

Situated within the far-left corner of the Paddock is the Lily pond, we must stress children should be properly supervised at **ALL** times in the Paddock and surrounding areas during your hire.

We do not permit fireworks displays in the Paddock due to the environmental disruption they cause to the surrounding wildlife.

Finally, we reserve the right to cancel any hire at any time and ask your party to vacate the site should these conditions not be adhered to.

By signing the below you have read and accepted the terms and conditions outlined above –

Full name:
Signature:
Date:

We’re looking forward to welcoming you.

The Paddock Team