

Please complete the following					
Name:					
Address:					
Post code:		County:			
Contact Number:		Mobile number:			
Email:					
Venue Hire start date:		Venue Hire end date:			
Total number of nights:					
Number of guests:		Type of Party:			
Please indicate whether your party will include the following items:					
Tipi/Marquee?	Yes/No	Amplified music?		Yes/No	
Bell Tents?	Yes/No				
Cost					
Weekend Venue Hire 2019:	£1,800	Qty:		Total cost:	
Commercial Catering van:	£30	Qty:		Total cost:	
Pre ordered logs:	£10	Qty:		Total cost:	
Party sized BBQ:	£20	Qty:		Total cost:	
Straw Bales:	£5	Qty:		Total cost:	
Total Hire fee:					
Total deposit (non-refundable) due with booking (50%):					
Balance due 2 months prior to the booking:					
Refundable damages deposit, required 2 months prior to booking:					

Please make payments online to account number: 51556673 sort code: 40-14-01.

**Entertainment Fields Ltd trading as The Party Field (The Party Field)** a company incorporated in England & Wales (registration number 09618060) whose registered office is at Downlands, Swanborough Farm, Nr Lewes, BN7 3PF agrees to supply and you agree to engage The Party Field's Services on the following terms:

The Party Field Booking Terms and Conditions	
<b>Payment Terms:</b>	
→ To secure your booking this booking form should be 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 only refundable if we are able to re-let The Party Field on the date of your booking.	
→ Full payment must reach us 2 months prior to booking along with the damages deposit of £200.	
→ The damages deposit will be refunded within 7 days of your booking subject to any damages or costs being incurred.	
<b>Additional Services</b>	
→ Loos are compulsory with all bookings and should be booked through The Party Field. This can be done through a separate booking form.	



→ Marquees and Tipi's must be sourced through The Party Field from one of our approved suppliers (we will provide details). The use of other suppliers for these services can only be arranged with prior consent from The Party Field and maybe subject to an additional fee.
→ Should you require Bell Tents these should be booked directly through The Brighton Bell Tent Company please email <a href="mailto:kathryn@brightonbelltentcompany.co.uk">kathryn@brightonbelltentcompany.co.uk</a> .
→ For health and safety, only logs purchased from The Party Field can be used on the Campfire.
Arrivals and departures:
→ You will have access to the site between 9:30am on Friday, until 1 pm on Sunday. Access outside these hours can be arranged but only with prior agreement and will be subject to an additional charge.
→ When you leave the site, it must be cleared of all rubbish. (Please let us know if you require a skip).
Music Policy
→ If you wish to play amplified music, whether it be for an Ipod playlist, DJ or band, the PA system must be hired through The Party Field's preferred supplier. 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. We welcome silent discos from 11pm or acoustic music (except drums) around the campfire (we can arrange either of these services on your behalf, please ask for details).
→ Amplified music must only be played in a Marquee or Tipi and should only be played on 1 night of your stay (i.e. Friday or Saturday).
Site Considerations:
→ To book The Party Field you must be aged 18 or over and during your hire period be responsible for: <ul style="list-style-type: none"> <li>○ your guests and employees.</li> <li>○ the condition of the site and all property and equipment brought onto the site.</li> </ul>
→ As the field is used by livestock at other times please if possible bring plastic cans and bottles and if glass is broken please be thorough when removing it.
→ Whilst we have made every effort to ensure the safety of the site The Party Field is situated on a Working Farm therefore guests are only allowed within the boundaries of the field or on the lane to the site. We will not be held responsible or liable for any accident, loss or damage whatsoever to persons, vehicles, equipment, tents, accessories or contents during your stay with us.
Safety
→ For your safety cars to be parked in the parking area only.
→ The Party Field is situated in open countryside and is surrounded by a medieval ditch system. This provides a natural hazard and parents should ensure children are properly supervised at ALL times.
→ You must inform us if your Party includes Fireworks. These can only be arranged if you are using a professional company and cannot be lit after 11pm.
Event Notice
→ Should it be appropriate for your event, you are responsible for applying for a Temporary Event Notice (TEN) from Lewes District Council. Please visit <a href="https://www.lewes-eastbourne.gov.uk/licensing-and-registrations/alcohol-entertainment-and-late-night-refreshment-licensing/apply-for-a-temporary-event-notice/">https://www.lewes-eastbourne.gov.uk/licensing-and-registrations/alcohol-entertainment-and-late-night-refreshment-licensing/apply-for-a-temporary-event-notice/</a> 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 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

