



Hayne
Zeal Monachorum
Devon
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HAYNE BOOKING FORM

The Agreement:

This agreement applies from the date on which The Agreement is signed. The Agreement is made between the following Parties:

Tim Herniman, representing Hayne Devon, owner of the venue **'Hayne Barn'** And The **'Client'**

It is hereby agreed between the Parties as follows:

Provisional Bookings and Reserving Dates:

A provisional booking can be held for a maximum of 10 days. If, after the period of 10 days, the £1,000 non-refundable deposit is not paid, Hayne Barn reserves the right to release the booking with no prior notice. Hayne Barn accepts no obligation or liability to the Client until the £1,000 non-refundable deposit has been paid.

Confirmation, Invoicing and Payment:

The following items are required to confirm an event and secure a date:

- Counter-signed copy of this document
- Payment of the non-refundable deposit of £1,000
- Anticipated numbers attending the event. Any changes to numbers of attendees need to be confirmed at least 14 days prior to the event. If necessary a revised invoice will be issued at this time.

The remaining balance is due 30 days prior to the event date. Payment can be made by bank transfer or by cheque made out to **Hayne Barn**.

Should any additional charges be incurred by the Client these will be invoiced and charged to the client after the event.

Cancellations & Amendments:

In the unfortunate event of a cancellation, Hayne Barn must be notified in writing. The following penalties apply:

Period of Notice Cancellation Fee

More than 12 Months: Deposit will be returned (minus £150 admin fee)

4 – 12 Months: Deposit will be non-refundable plus 80% of anticipated revenue*

Less than 4 months: Deposit will be non-refundable plus 100% of anticipated revenue*

*Anticipated revenue is based on agreed minimum numbers for beverage and room hire.

In the unlikely event that Hayne Barn should have to cancel a booking, the Client's deposit along with any balance paid, will be returned.

Details of Hire

Name :

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NB: Please state the name of both the bride and groom for wedding receptions

Address:

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Email:

Mobile:

Event date:

Purpose of Hire (e.g. wedding / party / civil ceremony):

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Please indicate whether the event is:

Commercial / Non commercial / Charitable / Private / Public

Anticipated numbers for each element of event:

Any changes to capacity need to be confirmed at least 14 days prior to the event.

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Venue Manager:

An onsite venue manager will be available during tenancy of Hayne Barn. The venue manager is not an event manager but is responsible for the barn and as a point of contact for the client. The venue manager is on-site between:

- **Set up on afternoon prior to the wedding: 2pm - 6.30pm**
- **Wedding day: 8am – all guests to vacate the barn by 1.30am**
- **The following day: 10am – 2pm**

Please note Hayne Barn will be open from 8am on the day of the wedding for suppliers to finish set up but the venue manager will not be onsite until 11am.

I have downloaded, read, signed & returned the Terms & Conditions form

Authorised Representative for Hayne Barn:

Sign Name:

Date:

Print Name:

The Client or his Authorised Representative:

Sign Name:

Date:

Print Name:

