



# Barn Hire Booking Form

Thank you for your provisional booking. To confirm your booking please complete this form and return to the address below with your booking fee. Payment can be made by cash or credit card.

## Details of the person hiring:

**Contact name(s):**  
**Telephone number:**  
**E-mail:**  
**Address:**

## Agreed barn hire option:

**You've chosen to hire the barn without using Seasons Restaurant for your catering requirements.**

The barn hire fee for your function will be £450. (£100 of this is payable on booking and is non-refundable if the function is cancelled.)

The remaining fee is due 14 days prior to the function date.

## Bar option:

You may bring your own drinks and glasses. However, under no circumstances can alcohol be sold on the premises, unless you apply for and are granted a Temporary Events Notice (TENS) Licence for the evening. You must inform us if you intend to do this.

## Function details:

**Date of hire:**  
**Description of function (e.g. 60th Birthday):**  
**Approx. number of people:**

(Max seating capacity 120 for full barn, with no band / dance floor / barn dance. Approx. 60 with barn dance or band)

**Organisers arrival time (6.30pm at earliest):**

**Function start time:**

**Function finish time:**

(All guests must leave premises by 12.00pm at latest. Organisers finish time 12.30am at latest):

**I have read and agree to adhere to the conditions of hire detailed on the next page and agree with the details on the booking form.**

**Signed** ..... **Date** .....

For Office Use: Deposit  Remaining payment received  Rangers on Duty:



# Terms and Conditions of Barn Hire

1. The agreed hire period must be adhered to, and the building returned to the person on duty at the agreed time. A charge of £100.00 per hour or part thereof will be made if the agreed hire time is exceeded.
2. The agreed hire fee must be paid in full two weeks before the date of the hire.
3. The barn shall be left at the end of the hire in the condition that it was let. A charge of £50.00 will be made if this condition is not met.
4. The hirer will be responsible for ensuring that the building is used properly and all fixtures and fittings are used for the purpose they are intended for. Any breakages caused as a result of the misuse of the hirer or guests will be charged for accordingly.
5. You may bring your own decorations however, the following rules must be followed: no Blu-tack, stick pads, nails or screws on the beams, drawing pins only - no sticky pads or sellotape on the white areas of the walls, Blu-tac or drawing pins only - do not allow helium balloons to escape into the roof space - please take all decorations away with you at the end of your event.
6. As the hirer, you're covered under Dorset Council's Public Liability Insurance; however, this insurance does not cover you for claims against yourselves from those attending your function. The hirer must ensure arrangements are made for cover against any such claims.
7. Dorset Council reserves the right to refuse to hire the barn to any group, individual or organisation and to stop a hire in progress for inappropriate behaviour.
8. The cost of the hire includes the use of the main ground floor barn area, the patio to the rear of the building, toilets, all lighting and caretaking services. The kitchen and Information Point are excluded from the hire.
9. You may not sell alcohol on the premises. Seasons Restaurant can offer a bar service alongside their catering, or you may organise for an outside bar facility to come in who will apply for a TENS licence. In this instance, we will require a copy of the relevant paperwork.
10. No combustible material, of any nature, may be brought into the building or used during the period of hire, for example, hay or straw bales, indoor fireworks, braziers, barbeques (unless on the outside patio), maroons or other theatrical effects. This list is not exhaustive.
11. Due to the building being of timber frame construction there can be NO SMOKING in the building and no naked flames (for example, candles).
12. All rubbish, of any kind, must be disposed of in plastic bags and deposited as instructed by the Ranger on duty during the period of hire.
13. All current Covid guidance, at the time of hire, must be adhered to and is the responsibility of the hirer to ensure all guests follow the restrictions in place, including, but not limited to, face coverings, maximum numbers, Test and Trace rules and social distancing.
14. All guests will be required to check in to the NHS Test and Trace service, unless the guidance has changed at time of event, which will be confirmed beforehand. It will be the hirer's responsibility to ensure that all guests adhere to guidance. Please note, a smart device is needed for this process.
15. It will be the hirer's responsibility to inform Moors Valley of any subsequent positive Covid cases with any of the party.
16. Dorset Council reserve the right to cancel this booking, due to changing Covid guidance, without notice, depending on the nature of the guidance. In this instance, Dorset Council will honour a future booking, where possible, or your deposit / booking fee will be refunded.

