

LOCKLEY FARM – BARN MEETING ROOM

BOOKING FORM

Date Booked:.....

The Barn Meeting Room has been designed to accommodate small meetings of up to 12-14 people seated or 20 people sitting without tables. We can take half-day bookings (9am to 1pm and 2pm to 5pm) or whole day bookings.

There is a fully equipped kitchen, which can be hired at an extra cost.

Services/equipment provided within the rental price: Flip charts (2), tea and coffee, biscuits, water still/sparkling, notepads, pencils, electricity/heating

We can also provide catering using an outside caterer but this must be arranged no later than 48 hours (two working days) before the meeting date. The caterer will invoice you direct and take a booking on their terms and conditions.

Booking Date: Times of rental required? *Please tick the box.*

Half day 9am to 1pm Half Day 2pm to 5pm Whole day 9am to 5pm

Name:.....

Address:.....

.....

Mobile..... Fax/e-mail:.....

Number of People attending: Adults:.....: Children:.....

Price (including VAT) £.....

Deposit Required (50% with the booking) : £.....

Balance Outstanding : £..... (payable at least 14 days before arrival)

ALL payments to be made payable to WHFE Limited, Lockley Farm, Gt North Road, Welwyn, Hertfordshire AL6 0B. Cheque, credit cards, or electronic banking accepted.

Special requirements : *please tick the box*

Rental of the following: Kitchen	yes <input type="checkbox"/>	no <input type="checkbox"/>	at extra cost
DVD/ Video	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Multimedia projector	yes <input type="checkbox"/>	no <input type="checkbox"/>	at extra cost
Outside catering lunch	yes <input type="checkbox"/>	no <input type="checkbox"/>	Price on application

This booking incorporates the Terms and Conditions set out below. Booking by e-mail and the receipt of your deposit will be treated as acceptance of our terms and conditions of booking.

I confirm that I have read your Terms and Conditions and these are accepted as part of the booking

Signed

Dated

Terms & conditions

Within these Booking Terms and Conditions, "you" and "your" means the person signing the booking form as party leader and all other persons in the party (including anyone who is added or substituted at a later date). "We", "us" and "our" means WHFE limited

1. Booking contract

1.1 You (the person signing the booking form as party leader) agree to enter into a contract with us on the following terms and conditions.

1.2 The contract commences when we have issued the written booking confirmation. We reserve the right to refuse any booking.

1.3 You must be aged 18 years or over when the booking is made.

2. Payment

2.1 The booking form must be accompanied by a 50% deposit of the total amount due inclusive of the VAT. This is non refundable unless the cancellation is made in writing whereupon the provisions of clause 8.2 shall apply. Our rental prices for the use of the Barn Meeting Room are available by contacting Liz via email, fax or telephone and excludes any extras to be provided at extra cost to be agreed prior to your use of the Barn Meeting Room. Valued Added Tax will be chargeable at the prevailing rate at the time of the booking. If a reservation has been made by virtue of an enquiry that reservation will be cancelled if the booking form and deposit are not received within two weeks of the initial enquiry and reservation

2.2 The balance of the booking price must be paid at least two weeks (14 days) prior to your arrival at the meeting room failing which we reserve the right to treat the booking as cancelled.

2.3 Bookings taken within two weeks of the use of the Barn Meeting Room must be paid in full at the time of booking.

2.4 We accept payment by cash, cheque, credit card or electronic bank transfer. Payment is required by electronic transfer or cash if the booking is made within two weeks of your use of the Barn Meeting Room.

2.5 All payments must be made payable to **Welwyn Home Farm Enterprises Limited**

3. Your responsibilities

3.1 You must not damage or deface the Barn Meeting Room or any of the furniture, fittings, facilities or equipment we provide. Whilst we will clean the meeting room after your departure, we expect you to leave it in the condition in which you find it on arrival. You will be responsible for the payment for any breakages, or loss or damage to the Barn Meeting Room the fixtures and fittings and our facilities that are damaged by you. We reserve the right to levy an additional charge for extra cleaning required after your meeting.

3.2 You and the members of your meeting are reminded that the property is on a working farm and care must be taken at all time. We cannot accept responsibility for injuries or damage sustained to individuals or property sustained whilst on the farm.

3.3 The person signing the contract is responsible for the correct and decent behaviour of the delegates at the meeting in the Barn Meeting Room. Should you or a member of your meeting abuse the property or displays dangerous, offensive or rude behaviour to our representatives or any third parties (e.g neighbours) we reserve the right to ask that individual or all the people at your meeting to leave our property.

3.4 We have request in our booking form the number of people you expect to attend at your meeting in the Barn Meeting Room. One of the reasons for this is to satisfy our own health and safety policy. You must not exceed the number of people stated on your booking form without our consent (which shall not unreasonably withheld). Please provide a list of people expected to attend before your meeting so that we know who to expect on day and then have all your

delegates sign an attendance sheet on their arrival. We will endeavour to collect this from you during your meeting.

3.5 In the event of you breaching the responsibilities set out above, we reserve the right to ask you to vacate the Barn Meeting Room and the contract will terminate without refund or compensation.

4. Please check meeting room is not being used by holiday guests at time of booking, once a deposit is paid the meeting room will only be used solely by the hirer. Holiday guests will already be informed prior to booking that the room is unavailable at the stated time of hire.

5. Breakages and insurance

5.1 You must report to us promptly any breakages or damage and reimburse us with the cost of their replacement. We reserve the right to make a claim against you for repair or loss as a result of damage caused.

5.2 Personal possessions and vehicles are not covered by our insurance. Any valuables left in the Barn Meeting Room or on or about our farm are left at the risk of the owner of the personal possessions or vehicles. Any vehicle parked by any delegate attending a meeting in the Barn Meeting Room should park only in areas on the farm designated as parking.

5.3 Any delegate driving through our farm should be aware that the Barn Meeting Room is on a working farm and special care should be taken. There are animals (including livestock) and farm vehicles about the farm. We cannot accept any liability for damage caused to vehicles by animals or farm machinery.

6. Liability

6.1 We cannot accept liability for any loss, damage or injury howsoever caused to you or to your personal property.

6.2 We cannot be held responsible for noise or disturbance originating beyond the boundaries of the property.

6.3 We cannot accept any liability for compensation where performance or prompt performance of our contractual obligations is prevented or affected by reasons outside of our reasonable control including adverse weather conditions, acts of God, explosion, tempest, fire or accident, war or threat of war, civil disturbances, restrictions and regulations of any kind on the part of the government or local authorities, strikes, lock-outs, or other industrial action or dispute.

6.4 We cannot accept responsibility for the failure of public services such as water, electricity, plumbing or sewerage systems, breakdown of domestic equipment and breakdown of mechanical equipment such as pumps and boilers (but will endeavour to arrange prompt repair).

7. Complaints

7.1 In the event that you have a complaint you should contact us promptly and before your departure to allow us an opportunity to rectify the matter.

7.2 If the problem is not resolved to your reasonable satisfaction during your meeting, you should put your comments in writing within seven days of your meeting.

7.3 We cannot accept complaints unless this procedure is followed. Complaints received after your meeting will not be accepted if we have not had prior notification of your complaint. If you vacate the Barn Meeting Room before early without notifying us you will forfeit your right to a refund.

8. Alterations or cancellation by you

8.1 If you request any changes to your booking we will endeavour to comply, but cannot guarantee to be able to. An administration charge will be payable at a fee of £25.00 plus VAT.

8.2 Cancellation by you of your booking must be in writing. The effective date of cancellation is the date we receive written notification. Our cancellation charges are as follows:-

If cancelled within 0-28 days of the meeting 100%

If cancelled more than 28 days of the meeting we will retain the deposit.

9. Alterations or cancellation by us

9.1 In the interest of continual improvement we reserve the right to make minor modifications to furniture, amenities and facilities without any prior notice.

9.2 In the unlikely event that the barn Meeting Room is not available on the date booked (owing for instance to fire damage), if requested and if available we will try to arrange alternative accommodation of a similar type, price, standard and location. A refund of all monies paid by you to us is alternatively available.

10. Pets

No pets are allowed in the Barn Meeting Room or in the neighbouring farmyard or on the farm.

11. Brochure and web site accuracy

11.1 The contents of our web site and brochure have been prepared in good faith. We will inform you of any significant changes at the time of booking or as soon after as possible if you have already booked, but shall not be liable for any minor or insignificant inaccuracy in descriptions and information.

11.2 We cannot accept responsibility for any changes or closures to area amenities or attractions mentioned in the brochure and on the web site.

12. Privacy policy

We make it our highest priority to ensure that your personal information provided to us is secure and confidential. We will not sell your personal information to third parties.

13. Law

These terms and conditions and the contract to which they apply are governed in all respects by English law and the English courts only shall have jurisdiction in relation to them.

14. Acceptance of these conditions

By signing and returning a booking form you are confirming that you have read and accepted the above conditions.