

Children's Party Booking Form

Hire Details

Date of Hire	
Room Booked	
Number of Children/Adults	
Room Layout	
Notes	
Arrival Time <i>Please remember to include time for setting up/decorating</i>	
Departure Time	

Miniature Railway	YES	NO	<i>please circle your choice</i>
Please note	You will need to book the railway separately		

Contact Details

Name	
Address	
Telephone	
Email	

Cost *(office use only)*

Room Rate (per hr)	
Room Hire	
Refundable Deposit Received	
Net	
VAT	
Total	
	Completed and Sent to Accounts <i>(date)</i>

*Please note that full payment for a party is payable on booking.
 Failure to do so may result in your room not being reserved.*

Children's Party Room Prices & Details

Russet Room (min 2 hours hire)

CAPACITY

30 children (plus parents at your discretion)

ROOM RATE

£28.00 per hour

Morello Room (min 2 hours hire)

CAPACITY

20 children (plus parents at your discretion)

ROOM RATE

£21.00 per hour

Brogdale Marquee (min 2 hours hire)

Summer season only (May - October) Availability depends on the festival schedule.

6mx6m marquee with 2 window walls and is situated on our festival field.

RATE

£50 per hour for the marquee plus £100 damage deposit. The marquee is unfurnished and does not come with any fixtures or fittings.

Miniature Railway

Miniature Railway must be booked separately

You will need to book the railway separately by emailing info@favershamminiaturerailway.co.uk or calling Brian 07973 339697. You can find out more about the railway at favershamminiaturerailway.co.uk

What else is available

Unlimited FREE parking

Toilets

Disabled access & facilities

Children's Playpark

Marketplace shops

Booking & Payment

To book your room/s please return the following: **Booking form, payment with deposit** and **signed hire conditions form** to the address below or by emailing bookings@brogdalecollections.org

Bookings

Brogdale Collections,

Brogdale Farm,

Brogdale Road,

Faversham,

Kent,

ME13 8XZ

Payment can be made **over the phone** on 01795 536 250 or by sending a **cheque** along with your booking form.

Don't forget to include your £50 refundable damage deposit, this will be returned after the party providing no damage has been done to the rooms and all rubbish/decorations have been removed.

VAT is included in all our pricing.

Russet & Morello - Hire Conditions

Payment

- Full payment should be made on booking - unless this is received the rooms will not be reserved for your event.
- A £50 **refundable** damage deposit is also to be paid on booking and will be returned to the booker after the event; providing no damage has been done to the rooms and all rubbish/decorations have been removed.

Use and Care of Rooms

- All tables in use are to be covered with tablecloths.
- All rubbish from the party is to be taken away.
- Rooms are to be cleared after the party and floor swept if necessary.
- Decorations are allowed as long as they do not cause any damage to the rooms and are fully removed after the event.
- Any damage to the room will be charged to the person booking the room.
- Any items in the kitchen are **not** included in the hire and should **not** be used.

The Orchards

- Access to the orchards is strictly prohibited unless an orchard pass ticket is purchased and the appropriate safety information is given.
- Tours and walks around the orchards can be arranged with pre-booking and payment.

Health and Safety

- The kitchenette is **not included** in the hire of either room, if you use the kitchen during your hire period then you do so at your own risk and Brogdale Collections accept no responsibility for your safety.
- No ball games are allowed in the rooms.
- Fire exits should be kept clear at all times, extinguishers are located in the Brogdale shop.
- Naked flames and candles are strictly prohibited in either of the rooms.
- Children must be supervised at all times

Children's Safety

- Adults are fully responsible for the safety and welfare of the children.
- When booking the Russet and Morello rooms in conjunction with the railway, adults are responsible for escorting children safely from the room to the railway. The road is used for access to the back farm buildings so please be vigilant of vehicles.
- Brogdale Collections accepts no responsibility for children's safety.

Privacy Policy

View the Brogdale Collections Privacy Policy at any time at brogdalecollections.org or [HERE](#)

Print Name: -----

Sign: -----

Date: -----