

Russet & Morello – Function Booking

Hire Details

Date of Hire		2019
Room Booked	Russet & Morello	
Number of People (<i>approx.</i>)		
Room Layout		
Notes		

Arrival Time	
Departure Time	

Contact Details

Name	
Address	
Telephone	
Email	

Refreshments/Catering (*please tick as applicable*)

Providing own catering	
Require catering options from Brogdale Collections	

Cost (*for office use only*)

Room Hire	
Catering	
Other (Please State)	
Net	
VAT	
Total	
	Completed and Sent to Accounts (date stamp)

Room Prices & Details

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

Russet & Morello Rooms

Rate (during open hours) (p/hr): £49.00 (VAT included) minimum 2 hours hire

Rate (evenings & weekends) (p/hr): Price on request

Seated Buffet Capacity: 80

Standing Capacity: 130

Brogdale Marquee

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

6mx6m marquee with 2 window walls situated on the festival field.

Rate: £50 p/hr for the marquee plus £100 damage deposit. Minimum 2 hours hire. The marquee is unfurnished and does not come with any fixtures or fittings.

Site Facilities

Unlimited FREE Parking

Ladies' and men's toilets

Disabled access & Facilities

Children's Play Park

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 office@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.

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.
- Full payment is to be made at least 3 weeks prior to your event.

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'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 by clicking [HERE](#)

Print Name: _____

Sign: _____

Date: _____