

## Children's Party Booking Form

### Hire Details

<b>Date of Hire</b>	
Room Booked	
Number of Children/Adults	
Room Layout	
Notes	
<b>Arrival Time</b> <i>Please remember to include time for setting up/decorating &amp; packing away your party</i>	
Departure Time	

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

### Contact Details

Name	
Address	
Telephone	
Email	

### Cost *(office use only)*

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

## Children's Party 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 Room

**Rate** (p/hr): £24 (VAT included) minimum 2 hours hire

**Capacity:** 30 children (plus parents at your discretion)

### Morello Room

**Rate** (p/hr): £19.20 (VAT included) minimum 2 hours hire

**Capacity:** 20 children (plus parents at your discretion)

### Miniature Railway *must be booked separately*

**Rate** (for 2 hours): £50

You will need to book the railway separately by emailing [info@favershamminiaturerailway.co.uk](mailto:info@favershamminiaturerailway.co.uk) or calling Brian 07973 339697.

You can find out more about the railway at [favershamminiaturerailway.co.uk](http://favershamminiaturerailway.co.uk)

### What else is available

Unlimited FREE parking  
Ladies' and men's 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 [karen@brogdalecollections.co.uk](mailto:karen@brogdalecollections.co.uk)

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.
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### 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.

Print Name: -----

Sign: -----

Date: -----