

# BARN DRIFT BOOKING FORM

To secure your booking please pay 30% of the full payment and complete pages 1 & 2 of this form, page 3 to be completed only in the case of an event with more than 20 guests during your stay. Please return completed forms to: -

Alice Atkinson,  
20 MacDuff Road,  
Battersea, London,  
SW11 4DA

OR scanned and emailed to...

[barndrift@gmail.com](mailto:barndrift@gmail.com)

## ORGANISING GUEST DETAILS

FULL NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_  
HOME NUMBER \_\_\_\_\_ OFFICE NUMBER \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

***NUMBER OF DOUBLE BEDROOMS REQUIRED*** \_\_\_\_\_

***NUMBER OF TWIN BEDROOMS REQUIRED*** \_\_\_\_\_

## ACCOMANYING GUESTS DETAILS

NAMES (with age if under 24 years and email address if over 24 years)

GUEST 1 name & email: \_\_\_\_\_

GUEST 2 name & email: \_\_\_\_\_

GUEST 3 name & email: \_\_\_\_\_

GUEST 4 name & email: \_\_\_\_\_

GUEST 5 name & email: \_\_\_\_\_

GUEST 6 name & email: \_\_\_\_\_

GUEST 7 name & email: \_\_\_\_\_

GUEST 8 name & email: \_\_\_\_\_

GUEST 9 name & email: \_\_\_\_\_

GUEST 10 name & email: \_\_\_\_\_

GUEST 11 name & email: \_\_\_\_\_

GUEST 12 name & email: \_\_\_\_\_

GUEST 13 name & email: \_\_\_\_\_

GUEST 14 name & email: \_\_\_\_\_

GUEST 15 name & email: \_\_\_\_\_

GUEST 16 name & email: \_\_\_\_\_

NUMBER OF ADDITIONAL BABIES, CHILDREN AND TEENAGERS *IN COTS OR CAMPBEDS* \_\_\_\_\_

NUMBER OF ADDITIONAL GUESTS CAMPING IN THE GROUNDS \_\_\_\_\_

NUMBER OF PETS STAYING \_\_\_\_\_

*\*Please note all names and contact details will be treated with the strictest of confidence, stored safely and never passed on or published\**

**DATES**                      **TOTAL NUMBER OF NIGHTS** \_\_\_\_\_

ARRIVAL DATE (FROM 4.30pm) \_\_\_\_\_

DEPARTURE DATE (BY 10.00am) \_\_\_\_\_

If you have chosen barn drift for your wedding or civil ceremony please advise official ceremony time & date booked with Fakenham registry office:

\_\_\_\_\_

Dates, start & finish times of any event on the premises where your guest list exceeds 20 and/or there will be amplified music played beyond 11pm:

\_\_\_\_\_

**HOW DID YOU HEAR ABOUT BARN DRIFT?** \_\_\_\_\_

## **PAYMENT DETAILS**

- **Complete booking form and return with 30% holding deposit.**
- **To transfer funds on-line (*preferred*) please use**  
Account number: **9164 1190**  
Sort code: **40-06-15**  
Account name: **Alice Atkinson.**  
***Please enter organiser's surname as payment reference***
- Alternatively, a cheque can be made payable to  
Alice Atkinson and posted to 20 MacDuff Road, London, SW11 4DA.  
***Please write organiser's surname on the reverse as reference***

**TOTAL COST OF STAY (30% nonrefundable) £** \_\_\_\_\_

HOLDING DEPOSIT (30% OF TOTAL) £ \_\_\_\_\_

REMAINING OUTSTANDING BALANCE £ \_\_\_\_\_

***RETURNABLE DAMAGE DEPOSIT OF £1,000 ~ PAYABLE 2 WEEKS PRIOR TO ARRIVAL, RETURNED WITHIN A WEEK OF DEPARTURE.***

*I agree to the information submitted on these pages ~ 1, 2 & 3 and to the Barn Drift Booking Terms and Conditions on pages ~ 4 & 5 attached.*

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Only complete this page if you are holding an event during your stay. This page is essential to you as temporary occupier and us as owners for licenses, access and insurance purposes. Please complete all relevant sections and return it to by email or post to Alice Atkinson, 20 MacDuff Road, London, SW11 4DA one month before your arrival.**

Your name & dates of arrival and departure: \_\_\_\_\_

Time(s) & date(s) of your event(s): \_\_\_\_\_

Exact time & date of ceremony booked with the council: \_\_\_\_\_

Total greatest number of people (including staff): \_\_\_\_\_

MARQUEE FIRM:

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PORTALOO FIRM:

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CATERING FIRM:

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CHINA/GLASS/TABLE & CHAIR HIRE FIRM:

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FIREWORK DISPLAY FIRM:

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LIGHTING/HEATING FIRM:

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PHOTOGRAPHER:

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FLORIST:

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SUPPLIER OF LIVE OR PRERECORDED AMPLIFIED MUSIC WITH TIMES BEING PLAYED:

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START AND FINISH TIMES SERVING ALCOHOL AND IF CHARGING FOR IT: YES/NO

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WEDDING PLANNER:

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## Barn Drift Terms & Conditions of Booking

**Booking.** Bookings cannot be accepted from persons under the age of 25 years or from parties where the majority of members are less than 25 years (except families or supervised groups). No bookings can be accepted from single sex parties. The number of persons occupying Barn Drift must not exceed 21 (16 in beds, 3 in cot beds, 2 in travel cots) without prior arrangement with the Owner. The person who signs the booking form will be responsible for all persons included on the form and should ensure that they are aware of the booking term and conditions here. Alice Atkinson (the "Owner") or her appointed agent, reserve the right to decline any booking or to refuse to hand over keys to any person who is not considered suitable, or has not complied with the booking conditions made agreed payments or paid the returnable damage deposit. A booking is only complete once the Hirer has received either an e-mail confirmation or telephone confirmation, the Hirers payments cleared and booking form received by the Owner. The Hirer cannot part with possession of the property, or share it, except with members of the party confirmed and named in the booking.

**Reservation.** To secure a booking, complete all parts of the booking form, send it to the Owner with a deposit of a minimum of 30% of the total cost, 30% of the total cost is non refundable unless cancelled by Owner. The balance is payable before 10 weeks prior to the date of arrival, and it should be noted that reminders are not sent out. If the balance is not received by the due date, the Owners reserve the right to cancel the booking without refund of the deposit, and the house will be offered for re-letting. Any bookings made within ten weeks of the start of the holiday require full payment at the time of booking.

**Cancellation.** If the Owner cancels the Hirer is entitled to a full refund. We advise the Hirer to take out cancellation insurance to help recover costs, should they need to cancel the booking for any reason. Once a booking is confirmed, the Hirer is responsible for the total cost of the holiday even if the Owner resells the cancelled dates. In the event of a cancellation by the Hirer, the following cancellation charges will apply:- **Full Payment Made** ~ 50% refund of the total cost if Hirers cancel at least 10 weeks before the start of the holiday; or 25% refund of the total cost if Hirers cancel up to five weeks before the start of the holiday. **Split Payments** ~ If the Hirer cancels or the balance is not paid on time, the booking deposit cannot be refunded. If the balance payment is not received at least ten weeks before the holiday starts, the booking will be automatically cancelled. **Number of Days Notice** 0 - 30 days, 31 - 41 days 42 days or more

**Prices.** Cancellation Charge (as a % of the total letting fee) 100% Deposit paid. Occupancy shall be from 4.30 p.m. on the day of arrival until 10.00 a.m. on the day of departure, unless special arrangements have been made (Hirer is asked to respect that the housekeepers have a limited time to prepare Barn Drift for the next guests). The property benefits from bed linen and towels (hand, bath towel and bath sheet per person). Missing or damaged items will be charged for. Hirers staying for 14 days will receive fresh linen and towels after or around 7 days occupation. Our housekeepers will also clean the kitchen, bathrooms and communal areas up to a specified number of hours.

**Parking.** All vehicles can only be parked on the Barn Drift driveway or pre-arranged area on the farm. No vehicles can be parked to block any farm machinery accessing the surrounding fields. No vehicles must drive or park on lawns.

**Dogs.** Dogs are welcome by strict negotiation only, in order to ensure that the Owner continues to welcome dogs, the Hirer must undertake the following: 1.0 There must be no more than two dogs (agreed with the owner) at the property at any one time. 2.0 All dogs must be kept under strict control at all times whilst on the property and the farm (always keep them on their lead outside the house) 3.0 Any fouling outside and all surfaces in doors must be cleared up without delay. 4.0 The Hirer must bring the dogs bedding and all necessary equipment, including towels 6.0 Dogs are not allowed in the bedrooms, the bathrooms or on any furniture. Dogs must sleep in cars or the boot room only.

**Liability.** Whilst the Owners make every effort to ensure the accuracy of the property description, the Owners cannot be held responsible for any alterations made to the property or its amenities, which are beyond its reasonable control. The Owners cannot accept responsibility for any sickness, injury, loss, damage, additional expense or inconvenience, directly or indirectly, caused by or arising out of the property, it's facilities and its appearance, plumbing, electrical or otherwise or exceptional

weather conditions. Further, no responsibility is accepted for the personal property, car or the car's contents belonging to the Hirer or any member of the party during their occupancy.

**Complaints.** If in the opinion of the Hirer there are grounds for complaint of any kind at all it is the duty of the Hirer to take it up with the Owner immediately, without delay and well before departure by contacting the Owner on 07966 828 326 or barndrift@gmail.com so that all remedial action can be taken immediately since it is in the Owners interest that the Hirer enjoys their stay and is completely comfortable and safe while at Barn Drift.

**Guest Information Folder.** For the complete safety and comfort of the Hirer and all occupants the Hirer must read the information in Red File on the hall table as part of the guest information folder within the property before using any of the properties amenities or equipment. This information is provided to make the Hirer and all occupant's stay a safe and happy one. It is the Hirers responsibility to draw this file to the attention of all occupants during their stay.

**Booking Alterations By The Hirer.** Any alterations to a booking by the Hirer may be subject to agreement with the Owners. Any change in holiday dates will be subject to the agreement of the Owners.

**Booking Alterations By The Owner.** If, for reasons beyond their control, the Owners have to cancel or alter arrangements made for the Hirer, they will make every effort to offer alternative dates. If the Hirer does not accept the alternative offer, the Owners will return to the Hirer any monies paid, whereupon the Owners' liability will cease.

**Events, Weddings, Civil Ceremonies.** At all times it is the Hirers responsibility to inform the Owners of any Event with more than 21 guests, any Wedding or Civil Ceremony held at Barn Drift - precise times, date and full details of the event and or wedding or civil ceremony and full details of all third parties and equipment appointed, leased or employed by the Hirers at Barn Drift. It is the Hirers responsibility to ensure all and any additional equipment is completely removed without sign before 10am on the Hirers day of departure; the Owner cannot be responsible for anything left on site after this time. Only biodegradable confetti can be used in or outside the house.

**Extra Costs, Damage, Loss & Nuisance.** The Hirer agrees that the supervision of children, babies and any adults requiring care remains the responsibility of the Hirer at all times. The Hirer will be responsible for leaving the accommodation in full and good order and clean condition. The Hirer will be responsible for the belongings of all occupants during their stay. The Hirer will pay for any damage or loss, however caused, excluding reasonable wear and tear incurred during occupation. Mud, make-up or blood will usually not wash out of bed covers, throws, linen, furniture and towels. The Hirer must not take any furniture, linen, towels, bedcovers, throws or cushions out of the house. The Hirer must not use beds, towels or furniture with uncovered broken skin, make-up or mud. The Hirers must not remove mud, make-up or blood with linen or towels supplied, the Owners supply a brush and tap outside the back door, a shower immediately inside the back door, a first aid kit in the boot room and paper towels under sinks for the Hirers use if necessary. The Owners supply soap by all taps. The Owners will regrettably have to charge for stained or missing cushions, linen, bedcovers, floors, throws, furniture covers and towels. Prices quoted include electricity, oil and water. The telephone is not included in the rent and the Hirer must cover their costs by placing the appropriate funds in the telephone honesty box at the property or reimbursing the Owner online. The Owners reserve the right to charge the Hirer any levy by the Government that affects the price of the rental. If the Hirer organizes an event at the house during their stay there may be extra costs due to the Owner. Heavy vehicles must not drive onto or park on any of the lawns. The Hirer agrees not to cause nuisance or annoyance to occupants of nearby properties, and to allow reasonable access to the property by the Owners or their agents if they deem it necessary. The Owners will arrange for housekeepers to come into Barn Drift at 10.00 a.m. on the date of departure for which they will bear the expense. These housekeepers must have full access to the entire house and garden by the Hirer fully vacating the property by this time after their final night. If, in the opinion of the Owners, any person is not suitable to continue their occupation of the property because of unreasonable behavior, damage or nuisance to other parties, the contract may be discharged and the Owners and or their appointed agents may repossess the property immediately. The Hirer will remain liable for the whole cost of the hire and no refund shall be due.