



Yurt and Tent Hire 2019

Name:		
Phone Number:		
Date of Event:		
Booking time: Includes set up and tidy up	Start:	Finish:
Type of Event:	Please give details Corporate Group/Anniversary etc	
Numbers Attending:		
Email:		

There are two spaces to choose from for venue hire during the daytime hours of **10.00 - 16.00** at the following **hourly charges**:

- YURT:** Can hold up to **20 adults** and costs **£65/hour**
- AND/OR
- SAFARI TENT:** Can hold up to **50 adults** and costs **£85/hour**

The spaces are also available **after hours** between **16.00 – 23.00** at the following charge:

- YURT/SAFARI TENT/BOTH** costs **£100/hour**

Basic hire costs include the use of: Electricity & Woodfire Burner (Yurt only)

- Please turn over for Terms & Conditions and Payment Options -

Buxton Street London E1 5AR

Tel: 020 7247 8762

PATRONS: DAVID LINDO - SARA PASCOE - LULU KENNEDY
 Spitalfields Farm Association Ltd (A Charity Company Limited by Guarantee)
 Registered Charity No. 299536 Registered in England No: 2021898



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Terms & Conditions:

- The booking times of your event are exactly as written above. Any deviation from this will be charged pro rata/quarter hour, with prior agreement and only if the space is available.
- You must be packed up and ready to leave by the end of your hire time. The space must be returned in the same way you found it. All furniture returned to their original positions, all rubbish put into bins, all areas swept, and tables wiped clean. Rubbish & recycling bags, brooms and cleaning cloths are provided. Any kitchen equipment borrowed from the Farm must be washed and returned clean.
- No smoking, alcohol or drugs are allowed on site. Please respect this during your event. Prior special arrangement for alcohol use is acceptable for events once the Farm has been shut to the general public.
- We do not permit the use of balloons due to animal safety and environmental issues. We do permit the use of Bunting, flags and similar style decorations.
- Music should not be amplified. TEN is available under specific circumstances and attracts an additional fee.
- One car may be parked on site by prior arrangement only. Please indicate below.

Yes Please..... No Thanks.....

I agree to these Terms & Conditions: _____

Name:

Date:

Payment:

- £50 deposit is required to confirm your event date. The full amount due must be paid no later than 1 week prior to your event. Please note that we require 48 hours' notice of cancellation, failure to do so will result in loss of all monies paid.
- Card payments are available both in the Farm Office and over the phone.
- Cheques payable to Spitalfields City Farm Association Ltd
- BACS. The Farm's bank details are as follows:
 Bank name: HSBC
 Account name: Spitalfields City Farm
 Account number: 61140191
 Sort code: 40-02-33

Office Use Only:

Please indicate how payments have been made – cash / card / cheque and the date received. Please write your initials after you receive a payment.

Hire Fee	£	Invoice #	
Deposit received	£	Total received	£
Balance received	£		

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