

# **Cow & Pig - The Barn - Booking Terms and Conditions**

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[Bromley](#)

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Thank you for choosing The Barn for your event. We look forward to welcoming you to Cow and Pig [Bromley](#). By making this booking you are entering an agreement with us so please take time to read our terms and conditions below.

## **Room Hire**

Room hire is for a minimum of four hours, during lunch time, room hirer must vacate before 5pm to allow staff setting up time for evening events.

- The Barn is subject to availability on the following days (Friday, Saturday)
- Room hire charges £500 for exclusive use of The Barn (Non- refundable)
- £10pp to secure your Booking dates please note that room hire charges will also secure your booking ( £10 deposit will be redeemed from the final bill)
- 10% service charge will be add to your final bill

## **Capacity**

- Minimum sitting down Lunch/ Dinner 25-30
- Maximum sitting down Lunch/ Dinner 45
- Maximum standing drinks reception 50-65

## **AV equipment**

- Available on request (charges may apply)

Room hire is charged per hour, or part thereof, rounded up to the nearest half hour.

The room will be available free of charge for 20 minutes to set-up before the event and for 20 minutes at the end for clearing.

## **Charges**

All charges for room hire and catering are subject to VAT at the standard rate.

Room hire is charged at different rates for summer and winter in order to reflect the additional heating costs associated with the colder months.

- Summer rates apply from the 1<sup>st</sup> May to 30<sup>th</sup> October.
- Winter rates from 1<sup>st</sup> November to 30<sup>th</sup> April.

## **Enquiries and Quotations**

Please contact us to check availability and to discuss your requirements for room layout, timetable, numbers and catering.

A written email quotation will be sent based on the information you have provided.

## **Booking Confirmation**

The hirer must confirm all bookings by email.

**This email confirmation will act as a contract between Cow and Pig Restaurant/The Barn and the hirer.**

The booking confirmation must include:

- Event Date and Time
- Event Title
- Arrival and departure times

- Booking contact name, telephone number and email.
- Name and contact details of the person in charge on site on the day of the event
- Room layout required
- Number of attendees
- Catering requirements (menu and service times)
- Tea/coffee requirements (and service times)

All bookings will be confirmed by email

### **Deposit**

A £10pp refundable deposit is required to secure a booking. This is payable on receipt booking confirmation and final quotation.

Deposits can be paid by Card over the phone or in person

### **Final Confirmation**

Final set up, times, attendee numbers, catering requirements (including details of any special dietary requirements) must be confirmed at least seven days prior to the event. These details will be used to calculate the final charges.

### **Amendments to booking**

If the room is used for longer than the time booked or if the number of attendees exceeds the number originally booked, then additional charges at the relevant rate will be applied.

### **Cancellation by Client**

In the unfortunate circumstance that a hirer has to cancel a booking, one weeks notice in writing is required with no cancellation costs. If less than a week and more than 48hrs before the booking there will be a 50% cancellation fee less than 48hrs full payment will need to be paid.

### **Cancellation by Cow and Pig Bromley/The Barn**

If the management of Cow and Pig Bromley for reasons beyond its control needs to cancel a booking, we will attempt to arrange an alternative if this is not possible or unacceptable to

the hirer, we will make a refund of all monies paid. Our liability does not extend beyond this refund.

### **Settlement Terms**

Payment of the final invoice is due for settlement on your event date.

### **Damages and Breakages**

We will hold the hirer responsible for meeting the cost of repair or replacement of Cow and Pig Bromley property that arises from any damage caused by the hirer's delegates, guests or visitors.

All incidents must be reported when they occur. We do not normally charge for minor breakages, but will send an invoice for repair or making good if the damage or breakage is significant.

***Please note: Blu-tack and sellotape must not be used on the walls also no sparkling candles to be used. The repair costs of any damage to walls will be charged to the hirer.***

### **Liability**

We do not accept any liability for any damage, loss or injury to any member of your party or any possessions, unless proven to be caused by a negligent act by ourselves or our employees whilst acting in the course of employment.

### **Privacy Policy**

Any data collected during the course of this booking will be stored on our computer(s). With your permission we may from time to time contact you about promotions and offers. We will not share your details with any third party.

Please sign this contract and hand to Cow & Pig Management.

**Signed by:**.....