

Alpheton Hall Barns



Rental Charges

and

Booking Form

Last Updated 14 November 2011

Alpheton Hall Barns - Rental Request

Please complete (as best you can) this form as applicable, deleting the inapplicable, and send it to us. We will then, assuming your preferred date is available, reserve this date for you for a period of 14 days pending receipt of your deposit and confirmation of the rental.

I / We: <i>(insert name of Bride and Groom)</i>								
Of: <i>(Correspondence Address)</i>								
Telephone / Mobile								
Email:								
Preferred Method of Communication:	Email / Post							
Wish to rent Alpheton Hall Barn for a:	Wedding Reception Civil Ceremony							
Location of Intended Marriage ceremony:	Alpheton Hall Barns Alpheton Parish Church Other Church (please specify below) Other Venue (please specify below) Not Applicable (please specify below)							
On:		day		date		month		year
Entertainment Details	Band Disco DIY							
Name of entertainer: <i>where known and applicable:</i>								
Food Arrangements	Sit Down Meal Buffet Hog Roast or Similar Caterer DIY							
Name of Caterer: <i>where known and applicable:</i>								
Bar Details:	Free	Paid					Mixture	
Name of Bar Services Provider: <i>where known and applicable</i>								

I / We confirm that we have received , read and understood the terms and conditions of hire / rental and agree to a charge based on the total guest number (incl evening extras) of :	Up to 125 guests £2,750	126 to 200 guests £3,250
<i>The quoted prices are for the main South Barn, and exclude the West Barn a newly renovated dedicated civil ceremonies barn, seating up to 200, which when used for civil ceremonies attracts a 10% surcharge. In case of inclement weather the West Barn can be used for the service of pre-reception drinks and canapés at no extra cost.</i>	£275 civil ceremonies barn surcharge	£325 civil ceremonies barn surcharge
We envisage (at this stage) a maximum number of guests of:		
And an additional damages / cancellation deposit of: <i>Payable upon booking a date and returnable on vacation of the venue, this is in addition to the rental charge.</i>	£500	
Please provide details of any special requests or requirements:		
How did you find out about us ?	Google / Other Search Engine Website / Recommendation <i>(Please state below)</i>	
Signed:		
Dated:		

Please make all cheques payable to: N.Willcocks Alpheton Hall Barns

Contact: Carol or Nicholas Willcocks

Tel: Evenings & Weekends: 01284 830200 Office Hours: 01787 248188

Email: Barns@alphetonhall.co.uk

Address: Alpheton Hall, Church Lane, Alpheton, Sudbury, Suffolk, CO10 9BL.



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Rental Charges

Our charges may vary according to your detailed specific requirements, the time of the year, and day of the week, so please contact us for a confirmed price.

Set out below is a guide for our booking charges made as at *Monday, November 14, 2011*

A booking will be confirmed on receipt of a £500 deposit. This will be held to offset against any cancellation costs / losses and will be returned following the event once the premises have been cleaned subject to any deductions for cleaning and damage.

An appropriate number of tables and chairs are included within the charge together with use of the kitchens, heating when necessary and use of the P.A / Entertainments system.

Whilst every effort will be made to ensure that your special day is memorable for all the right reasons, we cannot be held responsible or liable for measures outside our control such as the normal insured perils of storm, flood, tempest civil unrest fire or any total or partial destruction of the venue.