Barn & Walled Gardens
Booking Form - 2022

Date of Event *(dd/mm/yyyy)*

First Name & Surname of both parties

Main Contact Name on the day ***(if different to above)***

Addresses

(1)	**(2)**
Tel Home	**Tel Home**
Tel Work	**Tel Work**
Mobile	**Mobile**
E-mail	**E-mail**

Details:

Type of Event Planned

- Reception Only ☐
- Reception & Civil Ceremony/Partnership ☐
- Reception & Religious/Other Ceremony ☐

Estimated Numbers attending

Event Start Time

How did you hear about Larchfield Estate?

Jan, Feb, Mar, Nov & 1st – 14th Dec 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday / Thursday / Sunday	**£5,250**	☐
Friday	**£6,090**	☐
Saturday	**£6,510**	☐

April 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£5,355**	☐
Thursday / Sunday	**£6,405**	☐
Friday	**£7,823**	☐
Saturday	**£8,605**	☐

May & October 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£5,460**	☐
Thursday / Sunday	**£6,720**	☐
Friday	**£8,012**	☐
Saturday	**£8,605**	☐

June 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£5,723**	☐
Thursday / Sunday	**£6,825**	☐
Friday	**£8,190**	☐
Saturday	**£9,240**	☐

July 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£6,195**	☐
Thursday / Sunday	**£7,140**	☐
Friday	**£8,610**	☐
Saturday	**£9,240**	☐

August & September 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£6,195**	☐
Thursday / Sunday	**£7,455**	☐
Friday	**£8,715**	☐
Saturday	**£9,345**	☐

15th – 30th December 2022 - Event Venue Hire *Please tick appropriate box*

Monday / Tuesday / Wednesday	**£6,143**	☐
Thursday / Sunday	**£6,720**	☐
Friday	**£7,980**	☐
Saturday	**£8,605**	☐

*** Bank holiday Mondays charged at Thursday rate /* 31st December charged at Friday rate in July**

ADDITIONAL FACILITIES: *Please tick appropriate box*

Ceremony onsite fee - £500	**YES** ☐	**NO** ☐
AP1/CP1 form required for Civil Ceremony/Partnership?	**YES** ☐	**NO** ☐

ALL PRICES INCLUSIVE OF VAT – *Please note VAT is charged as at the date of wedding, kindly refer to T&C's for further info.*

BAR:

Please let us know if you would like us to book the bar for you **YES** ☐ **NO** ☐
The manager of the bar will contact you prior to your wedding date to chat through details.

ACCOMMODATION:

All Courtyard Accommodation and the Glamping Truck (available between March & October only), as per terms and conditions of booking, are automatically booked for you and your guests for the night of your wedding. If you would also like to book 'No. 23' (sleeps up to 11 guests) in addition to the Courtyard Accommodation and Glamping Truck please indicate below:

I/We would like to book No 23 for the night of my wedding **YES** ☐ **NO** ☐

All prices correct at the time of print. Prices may alter without notification. **Booking Fee Required to Book Event is £950 – to be received at time of booking.** *Please note: the balance of the venue fee includes a £950 booking fee which will be returned to you within 48 hours after your event, in accordance with the Terms and Conditions.*

Check List

- ☐ I/We have paid the **£950** booking fee by an online bank transfer.
- ☐ I/We, the undersigned, confirm that I have read, understood and agreed to the 'Terms and Conditions' of Booking.
- ☐ I/We, the undersigned, understand that the use of fireworks is not permitted without prior written consent of Larchfield Estate. *Fireworks are not permitted whatsoever between the months of October and January*.
- ☐ I/We agree to take out/have taken out wedding insurance and will provide Larchfield Estate with evidence of said insurance.
- ☐ Whilst Larchfield Estate highly recommend that we do, I/We will not be taking out wedding insurance and understand all the potential risks and confirm that Larchfield Estate will not be held liable in anyway due to our decision.
- ☐ I/We, agree to Larchfield Estate having full rights to mention/post about this event on social media and use case studying.

Here at Larchfield Estate we take your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us. However, from time to time we would like to contact you to ask you if you would take part in a survey/blog post. If you consent to us contacting you for this purpose please tick to confirm:

I/We agree ☐

Signature(s) **(The Hirer 1)** **Date**

(The Hirer 2) **Date**

Please return this form to: Larchfield Estate, 375 Upper Ballynahinch Road, Lisburn, Co Down, BT27 6XL. Alternatively booking form can scanned and emailed to events@larchfieldestate.co.uk.

Larchfield Estate **|** Danske Bank, Donegall Square West, Belfast BT1 6JS
Account Number: 0025 8822 **|** Sort Code: 95 01 21
(Please mark with your name/s as reference)

Please note that no bookings are confirmed until booking fee, and signed booking form are received. We will acknowledge receipt and confirmation of your booking to you in writing.