

# BAXTER'S FIELD BOOKING FORM

Before completing this form please read the 'Terms and Conditions for Hirers' and telephone 01273 471737 to check availability.

- Please return the completed form with your payment and deposit to:- Mrs Sheila Kent, 39 New Road, Lewes BN7 1YW as soon as possible.
- For any queries before completing form phone 01273 471737

2 cheques please – one for payment and one for deposit

- **CHARGES FOR HIRE.**
- For individuals and charitable groups/causes

	Payable in advance	Deposit (returnable) +
a. Per hour (for less than 5 hrs)	£12	£6
b. Per half day (5 hours)	£60*	£12
c. Per day (max 10 hrs)	£120*	£18
For commercial groups		
a. Per hour (for less than 5 hrs)	£20	£10
b. Per half day (5 hours)	£100*	
c. Per day (max 10 hrs)	£200*	£100

\* The price will depend on the number of guests and type of event.  
e.g. weddings from £250

You must ensure that your booking includes sufficient time for setting up and clearing up.  
Cheques should be made payable to Baxter's Field Company.

<b>Please complete the form in BLOCK CAPITALS</b>			
<b>Name</b>			
<b>Address</b>			
<b>Phone No</b>		<b>Mobile</b>	
<b>Event (e.g. family party)</b>			
<b>Proposed activities (e.g. games)</b>			
<b>Date of event</b>			
<b>Start time of booking</b>		<b>am/pm</b>	
<b>End of booking</b>		<b>am/pm</b>	
<b>Total period required</b>		<b>hours</b>	
<b>Number of stewards proposed</b>			
<b>Any other comments or notes</b>			
<b>I have received and read a copy of the 'Terms and Conditions for Hirers' and agree to the conditions it specifies.</b>			
<b>Date</b>	<b>Signature</b>	<b>Print</b>	
<b>Office use only</b>			
<b>Payment received £</b>		<b>Date</b>	<b>Deposit £</b>
<b>Number of stewards agreed</b>			
<b>Final payment banked</b>		<b>Date</b>	
<b>Comments/notes</b>			