

Event Booking Form

Contact Details

Title	Name		
Your Address			
Contact Telephone Number		Mobile	
Email Address			
Date			

About your Event

Date of Event			
Time of Event			
Venue Address			
Type of Event			
No of Guests Expected			

Payment

You can pay directly into our account :

Account Name: **Adrian Goff**

Sort Code: **07-02-46**

Account Number: **11384814**

Terms of Booking

- 1) We require 50% Deposit in cleared funds to confirm booking. 50 % balance due 24 hours before the event.
- 2) Cancellation Policy
 - a. Free cancellation until 14 days before the Event Date. (Date is shown in the confirmation email). If booked less than 14 days before Event Date, free cancellation for 48 hours after booking.
 - b. If cancellation is within 14 days of the Event Date, we will be unable to refund the deposit.
- 3) We will require access to the site 1 hour before the event start time for setup and 1 hour after for packing.
- 4) We will require 2 power points on site for equipment.
- 5) Contact Person to be available by mobile phone in the event of any issues on site.

I have read and accept the terms and conditions set out above.

Name

Signature

Date