

# Racquety Farm



Wyecliff – Racquety Lodge – The Bothy – Larchwood – Glamping – Camping – Canoeing – Hay on Wye  
Wyecliff Fishery – Woodland – Grazing – Arable – Market Garden Raspberries – Hayfield Garden

## Hire terms and conditions

The following terms and conditions apply to venue and/or land hire bookings at Racquety Farm.

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## Booking

Provisional dates may be held with a fully completed, signed copy of this booking form and dates will then be held for two weeks only. After two weeks, if still unconfirmed, dates will be released without notice.

Dates will only be confirmed on receipt of both a fully completed, signed copy of this booking form **and** a full, non-refundable deposit of 25% of the estimated cost of the event. The remaining balance will be required 3 calendar months before the event. If the event start date is within less than 3 calendar months then full payment is required in order to book and confirm dates. Payments can be made by credit/debit card or by electronic transfer.

Those events that Racquety Farm deem 'larger' are also asked to pay a £750 bond to cover damage/breakages/unforeseen charges. This may be paid by credit/debit card or by electronic transfer. Upon satisfactory inspection of the areas of the farm used by the client (including outside areas & camping/glamping/accommodation areas) the £750 bond will be returned within 10 days of the end of the event. Where a bond is not taken the client will pay the excess on any Racquety Farm insurance claim for damage/breakages/unforeseen charges incurred as a result of the event.

All prices are correct at the time of quoting, and are subject to change without notice. All prices agreed on a confirmed booking with a deposit paid will be honoured.

Should you wish to change the date of your event, it will be at the discretion of the owners.

## Changes of event

Any amendments to the original booking will be agreed in writing.

All events should have an authorised person to liaise with the Racquety Farm team should extra items need to be approved for the final bill.

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Should your event cause for Racquety Farm to engage external contractors to provide a service or product Racquety Farm will always pass the cost of this on. Racquety Farm will endeavour to keep this cost as initially quoted; however, any increases imposed by an outside party will be passed on to the client.

## Confirmed numbers

Racquety Farm will submit all quotations based on the estimated number of persons who will attend the event detailed on the booking form. The client will notify Racquety Farm if the number of guests varies by more than 15% before 1 calendar month prior to the event and Racquety Farm will amend the quotation and resend to the client. Any additional payment required for an increase in number will then be due.

Final numbers are required by 5pm 10 working days before the event. Any additional payment required for an increase in number will then be due. Any increase on this number will be accommodated to the best of our ability.

## Site access

It is important that confirmation of the way in and out of the site and which car parks/walkways/gateways to use is received from Racquety Farm prior to issuing invitations and instructions to delegates and guests.

## Disability access

Racquety Farm aims to make its site as accessible as possible and is working to maximise access for all. Your specific needs must be discussed with Racquety Farm and worked into the plan at the booking stage.

## Clothing and footwear

Racquety Farm is a large site, selected walkways are all accessible and pleasant to walk along, however we would suggest (weather dependent of-course) comfortable shoes and/or wellingtons to make the most of the Racquety Farm outdoor experience during your event.

It is important that at least an outline of suitable clothing and footwear for visiting the farm is included in invitations and instructions to delegates and guests.

See also Site Access.

## Flowers, plants and animals

Racquety Farm is a certified organic farm. Clients bringing bouquets, displays, potted plants, animals etc. onto site must liaise with Racquety Farm before the event to ensure the organic status and biosecurity of the farm is not compromised.

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## Power supply

For additional electrically powered equipment used for events, we will need to know the amperage and voltage required. There are limitations to the on-site supply. Your specific needs must be discussed with Racquety Farm and worked into the plan at the booking stage.

## Health and safety

The Client must comply with all current Health & Safety regulations as well as specific Racquety Farm Health and Safety regulations which may be inspected on request. The Client shall notify Racquety Farm immediately on becoming aware of any accident or injury occurring at the venue. Any electrical equipment brought into the venue must have a current PAT certificate which must be presented on the day. Any equipment brought in by contractors arranged by the client must have current risk assessments and Public Liability Insurance.

## Landfill and Recycling

Racquety Farm encourages a Leave No Trace approach to visitors but can also provide recycling and landfill facilities to clients on request. Your specific needs must be discussed with Racquety Farm and worked into the plan at the booking stage.

## Damage / Insurance cover

It is important to confirm with Racquety Farm what or any part of your event requires additional insurance and arrange this accordingly. You will be required to provide proof of suitable Public Liability and Employers Liability insurance where applicable.

The Client will be responsible for any loss or damage to Racquety Farm grounds and property which is attributed to a member or members of the party.

## Licences (all areas)

Racquety Farm does not hold a licence for *all* licensable activities. Therefore, it is important to confirm with Racquety Farm what or any part of your event requires a licence and arrange this accordingly.

## Media

Professional photographers must contact the Racquety Farm for permission to photograph/film on the premises.

Official Racquety Farm photographic images must NOT be used without prior written permission from Racquety Farm.

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Racquety Farm will *by arrangement* advertise external events on-site, on social media channels and on [www.racquetyfarm.com](http://www.racquetyfarm.com).

Racquety Farm must be notified of any events/functions likely to have press or media involvement.

## Signage

Please be advised that no signage is to be displayed by the Client within the public domain without prior approval of Racquety Farm. All signage and displays within the venue booked must be displayed without causing any damage to Racquety Farm Property, and must be removed by the client after the event.

## The Hub Building

Please note that rooms within the Hub Building are not within the main 'public' areas of the site and the building is also home to Racquety Farm family members meaning certain areas of this building are private.

## Public access

Unless booking the entire farm please be mindful that Racquety Farm may have other guests and or events on the farm at the same time as your event. Therefore, please check all aspects of your booking, access to specific areas and privacy needs with Racquety Farm from the start of your enquiry to ensure your requirements can be met.

Please be aware that a public footpath, The Wye Valley Walk runs through one field at Racquety Farm.

## Cancellation

If this contract should be terminated or cancelled, the following terms apply:

1. The client should notify Racquety Farm in writing by email or recorded delivery post at any date prior to the date of the function
2. Racquety Farm will endeavour to resell the event space/land-hire and to obtain an equal profit margin. In the event that the event space is resold, the client will reimburse the venue for any shortfall in profit as a result of the cancellation. If the event space/land-hire is not resold, the client will pay the venue the following amounts:

*Over 6 calendar months prior to start date of event: No additional charge other than deposit retained*

*4 to 6 calendar months prior to start date of the event: Deposit retained plus 20% of total anticipated costs*

*1 to 3 months prior to the start date of the event: Deposit and balance payments retained*

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*Less than 1 calendar month prior to start date of event: Deposit and balance payment retained plus any additional anticipated costs.*

## Payment of accounts

Invoices for all events will be sent out 3 months prior to your event, payment is then due immediately. All payments should be sent to Rosalind Garratt, Racquety Farm.

## Acceptance

By signing and returning this form to us you will be acknowledging and accepting these terms and conditions.

## Booking Form

Client Full Name:

Address:

Telephone:

Email:

Main Contact (if different from above):

Address:

Telephone:

Email:

Date(s) of event (including any set-up and take down dates):

Nature of Event (e.g. workshop, wedding, pop-up restaurant):

Estimated number of people attending:

Any other relevant details:

Signature:

Date of signature:

Racquety Farm would love to keep you up-to-date after your event with details of goods, services, offers and/or activities. Personal data will be used only in accordance with the Data Protection Act 1998 and current GDPR Legislation. Your contact details will not be passed to third parties. Tick here if you agree to your information being used in this way [ ]