Vauxhall City Farm has two spacious rooms available for hire adjacent to our Old Dairy Café. Flip charts, PA, projector, hosted activities, refreshments and catering can all be provided at additional cost. Please see our Room Hire Information, Corporate Activity, and Catering Packages for details and rates. Please note the Farmyard is open from 10:30 – 16:00 Tuesday – Sunday. Please note: All visits onto the Farmyard must be within the standard opening hours. If you would like to visit the Farmyard during your room hire on a Monday, you will need to arrange for a private tour.

**Room Hire**

**Booking Form/IRF**

**How to Book:** Please call us to check availability and reserve your room prior to completing and returning your booking form, if you are not immediately able to complete all booking form details but wish to secure your chosen date, you can do so by paying a deposit of £90. Please return your completed booking form by post to the address below or by email to [theolddairy@vauxhallcityfarm.org](mailto:theolddairy@vauxhallcityfarm.org), upon receipt an invoice will be issued for payment by cheque, bank transfer or credit/debit card.

**Please Note:** Your final requirements and full payment must be received no later than 14 days before your booking date. Cancellations made less than 14 days prior to your booking date will be charged at 75% of the full booking cost. We do not allow external catering onsite.

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| --- | --- | --- | --- | --- |
| **Contact & Organisation Information:** | | | | |
| **Contact Name:** |  | **Job Title:** | |  |
| **Organisation Name and address**  *(including Borough & postcode*)**:** |  | | | |
| **Contact Telephone No:** |  | | | |
| **Email address for finance/billing** |  | | | |
| **Contact Email Address:** |  | | | |
| **Organisation Status** *(tick if appropriate)***:** | School – please provide your school’s URN:  Registered Charity – please provide your Register Charity No: | | | |
| **Basic information** | Birthday Party | | Equipment Hire | |
|  | Room Hire | | Other Group Visit | |
|  | Catering | | Workshop | |
|  | School Visit | | Other | |
|  | Corporate Activity/Workshop | | Corporate Challenge | |

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| **Room Requirements:** | | | |
| **Date(s) required:** |  | **Room Required**  *(please tick)***:** | Front Room  Rear Room |
| **Room Hire**  **Start & End Times:** |  | **Number of Attendees:** |  |
| **Equipment Required** *(tick all that apply)****:*** | Flip Chart(s) \_\_\_\_\_  Projector  PA & Microphone(s) \_\_\_\_\_ | | |
| **Other requirements** *(layout, farm tour/activity etc.)***:** |  | | |

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| --- | --- | --- | --- |
| **Catering Requirements:** | | | |
| **Hot Drink Station Required?** | Yes  No | **Catering Required?** | Yes  No |
| **Catering Option**  *(if applicable)***:** |  | **Service Time(s)**  *(if applicable)***:** |  |
| **Allergies/Dietary Needs:** |  | | |

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| **INVOICE DETAILS TO BE COMPLETED BY THE OFFICE** | | | | |
| **Date requested:** | | | **Requested by:** | |
| **Description** | **Category**  **Dept Programme** | | **VAT**  **(+ or n/a)** | **Amount**  **£** |
| **Deposit due immediately to secure booking** |  |  |  |  |
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| **PAYMENT TERMS** |  | | | |
| **TOTAL** |  |  |  |  |

