

# THE LOFT @ PENNBURY FARM

## *BOOKING INFORMATION & TERMS*

The room has a maximum capacity of 30 guests

Any bookings of 12 people or under would incur an additional charge of £75.00 per hour

The room is available to hire between 9am-4pm daily

Please ensure all guest are made aware that the room is only accessible by stairs

Our menus include 2 hours room hire, any additional time you may wish to have is charged at £27.50 per hour

The room must be vacated by the full group as well as any decorations by the stated time on your booking form, additional charges will occur if you run over by this time

We allow for 30 minutes prior to you time to allow to set up and decorations, nothing is to be cello-taped or pinned to any walls or furniture

All decorations must be taken down and disposed of by yourselves at the end of your event

No adjustments can be made to our menus other than for dietary reasons

We are not able to mix menus, food choices must be the same package

You are welcome to bring a celebration cake but no other outside food or drink is permitted

Any additional drinks you may wish to have can be purchased on the day in the café

Final numbers of guests and any dietary requirements must be given no later than 72 hours before your event

We may not be able to accommodate additional guests less than 72 hours notice

In order to secure your booking we require a 50% deposit to be paid at the time of booking and the remaining balance due 2 week prior to your event

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**Deposits Non Refundable If Cancelled Within  
30 Days Of Event**