



New booking request

Complete and return this form

A few more details to help us prepare for your event. Barn Ruche will review any requests before confirming arrangements.

Requested event date *

Event start time *

Event finish time *

01 Your contact details

Full name *

Organisation or group

Email address *

Contact number *

Address *

Postcode *

02 Your event

Purpose of hire *

Approximate number attending *

Access / setup from

Include the date and time. These are requests until agreed by the venue.

Cleared and vacated by

Include the date and time, including the following date if after midnight.

03 Facilities and arrangements

Bar facilities required? *

☐ Yes ☐ No ☐ Please discuss with me

I agree that alcohol must be purchased from the Barn Ruche bar and that hirers and guests must not bring their own alcohol onto the premises. *

All alcohol consumed on the premises must be purchased from the Barn Ruche bar. This applies whether or not bar facilities are requested.

☐ I agree



Bar timings or requirements

Complete when: Bar facilities required? equals Yes

Catering / kitchen facilities required? *

☐ Yes ☐ No ☐ Please discuss with me

Facilities or catering arrangements needed

Complete when: Catering / kitchen facilities required? equals Yes

Room layout / equipment requests

Will you be putting up decorations? *

☐ Yes ☐ No ☐ Please discuss with me

Decoration plans

Any attachment to walls or fixtures needs the venue's prior approval.

Complete when: Will you be putting up decorations? equals Yes

Practical access requirements

Tell us what arrangements would help. Please avoid unnecessary medical details.

Other special requirements

On-the-day contact, if different

04 Review your details

I confirm these details are accurate to the best of my knowledge *

Submitting these details does not confirm the booking or accept the hire agreement. Barn Ruche will review the arrangements with you.

☐ I agree

Signature: _____ Date: _____

Return to the Barn Ruche booking team. This form does not reserve a date or replace the complete hire agreement. * Required.