**Booking & Agreement Form for Wedding Photographs at Finlaystone Gardens**

Client’s name & address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(email telephone number )

is offered the use of Finlaystone Gardens by Finlaystone Country Estate on the following terms and conditions:

1. Day/Date of booking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Function **Wedding Photographs**

3. Timing: **Maximum 45 minute** time slot available from stated **TIME OF ARRIVAL**\_\_\_\_\_\_\_\_\_\_\_\_

4. Facility: The formal gardens and other parts of the estate open to the public at your discretion.

5. Number of guests: Up to 20 people or 6 cars will be allowed free admission.

 Additional persons charged at £4 each. Please state numbers expected\_\_\_\_\_\_\_\_\_\_

6. Parking Please follow direction signs to parking area as shown on the attached map.

7. Care of areas: No vehicles are to park on the grass or the lawns. Reasonable care to be used when using the gardens. **FOOD & DRINK IS NOT PERMITTED.**

8. Management: All queries and liaison is to be with the Rangers at the Visitor Centre, tel.01475-540505

9. Fees: The fee charged for providing the above facility is £ 90. This is to be paid in full, in advance, to confirm the booking. Cheques should be made payable to *Finlaystone Estate* and sent to Finlaystone Country Estate, Langbank. Renfrewshire, PA14 6TJ.

In the event of rain the fee will be returned, minus a £25 administration fee, providing you telephone our Visitor Centre about the weather on the day within one hour before your stated time of arrival.

10. The client agrees not to hold Finlaystone Estate or anyone employed by Finlaystone Estate responsible

for any accident, injury or damage to any property or third party. In the event of wilful neglect or as a result of any injury or damage caused by any member of your party, you will reimburse the Estate for the cost of repairing any injury or damage sustained.

11. Booking Your booking will be confirmed on receipt of full payment & this signed agreement form

12. Confirmation Finlaystone Estate will post out confirmation of the booking once we receive full payment together with the signed booking form.

 Signed by client\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For Finlaystone Estate use only –* Confirmation of booking

I am writing to confirm that we have received your booking and payment for having your wedding photography taken at Finlaystone Country Estate on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

When you arrive, please follow the instructions on the attached map which shows where to park and the most popular spots for photographs. Please ensure you park in an orderly fashion to ensure other people are not inconvenienced and that the private areas are respected. We hope you enjoy your special day and have memorable photographs.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_