

Downs Barn Environment Education Centre

Booking Enquiry Form

Please complete and return the details below, which will help us make your visit a successful one. If you have any special requirements, we shall be pleased to discuss these with you. For general description, catering possibilities etc, please see the Information Sheet to which there is a link on the website.

Your Contact Name			
Organisation	Email:		
Address			
	Tel:		
Mobile:			
Name and Purpose of your Event			
Name and contact details (eg mobile) of person	who will be running the event on the day, if different:		
Times (including set-up and close-up): S Number Attending	- · · ·		
Sat	Sun & Bank Holidays £25/hr (minimum £150) + VAT		

Equipment

There are two pull-down projection screens attached to beams allowing different layouts, 20+ stacking chairs, 3 folding tables 2' x 4' and one large and 3 small tables, and a magnetic dry wipe board on easel with pens. No laptop or sound system are yet available so you will need to bring your own if needed. Please put 'Y' in the box if you will require: Digital slide projector (no extra cost)

(Note: you will need to bring your own laptop)

Flip chart paper £5 (hangs on the dry wipe board)

Other facilities

For other facilities which may occasionally be sought by users of the barn, such as walking off the public rights of way, or other involvement of the Estate, or use of the Trustees' room in the barn, please see the Information Sheet to which there is a link on the website.

Insurance

The Sompting Estate has public liability insurance which covers the venue itself, but public liability insurance for tutors and attendees is the responsibility of the hirer. It would assist our records if an up-to-date copy of a relevant insurance certificate could be made available to The Downs Barn (insurance records), Sompting Estate Office, Middle Yard Barn, Lambleys Lane, Worthing, W Sussex BN14 9JX.

Signed			

Date

Please return this enquiry form to:

Downs Barn Bookings,

Sompting Estate Office, Middle Yard Barn, Lambleys Lane, Worthing, W Sussex BN14 9JX

Or by email to the address given below.

This booking is provisional until we confirm in writing, which is normally within 14 days of receipt. No deposit is needed until then. All prices are subject to annual review but where advance bookings are made at an agreed price this will not be changed.

Questions?

Email - mike@tristram.biz

Can't get through?

In last resort ring the Managing Trustee on mobile 07771 897613 (preferably outside office hours to avoid clash with day job)