



## 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: \_\_\_\_\_ Fax \_\_\_\_\_

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:

\_\_\_\_\_

#### **Dates, Times & Charges** (Please give alternative dates if possible)

Day(s) and date(s) you would like to book \_\_\_\_\_

Times (including set-up and close-up): Start \_\_\_\_\_ Finish \_\_\_\_\_

Number Attending \_\_\_\_\_

**2021 Charges:**

  

**Weekdays £15/hr (minimum £75) + VAT**

**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**

