

# **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:	
	ile) of person who will be running the event on the day, if different:
Dates, Times & Charges (Plea	se give alternative dates if possible)
Day(s) and date(s) you woul	d like to book
Times (including set-up and	close-up): StartFinish
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 sl	1
(Note: vou	٦

gital slide projector (no extra cost) te: 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: kindly email a scan to bookings@somptingestate.com.

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 - bookings@somptingestate.com

### Can't get through?

In last resort ring the Bookings Manager on mobile 07734 109404