

Booking Confirmation Form

THANK YOU FOR YOUR ENQUIRY. WE ARE PLEASED TO CONFIRM THE FOLLOWING:

Booking by _____

For this Date _____

For this Start Time _____ Finish Time _____

Any special requirements agreed _____

Please now go to www.somptingdowns.com and on the 'Hiring' page open and read the documents 'Information Sheet for Users' and 'Directions to the Downs Barn'. If you have any queries please email us on somptingdownsbarn@dsl.pipex.com . (Also please inform us in advance if you know that a wheelchair user will be attending as this helps us to ensure that the necessary access is clear of any stored items.)

Please check that the above details are correct and let us know as soon as possible if not.

The total cost of your visit is £

Please send a deposit cheque for £25 YES / NO

Please note: where a deposit is requested it is non-refundable if cancellation occurs within 2 weeks before your visit, and the total cost is payable if cancellation occurs within 48 hours before your visit.

An invoice will be sent to you after your event and the full amount / the remaining amount is due within 30 days after the date of invoice.

Cheques should please be made payable to "Sompting Estate Upton", to The Downs Barn (hire payments), c/o Sompting Estate Upton, Strutt & Parker, 31 North Street, Chichester, W Sussex PO19 1LY.

VAT no t/f

Insurance is the responsibility of the hirer. Please send a copy of your relevant insurance certificate, before your event, to

The Downs Barn (insurance records),
c/o Sompting Estate Upton,
Strutt & Parker,
31 North Street,
Chichester,
W Sussex PO19 1LY.

You only need repeat this for later bookings if the original certificate has expired.