

*Sompting Estate*  
*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 \_\_\_\_\_

2009 First Season Charges:


**Registered Charities £10/hr (minimum £50) + VAT**

**Others £20/hr (minimum £100) + 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 type MP612C (no extra cost)     Flip chart paper £5 (hangs on the dry wipe board)

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

**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), c/o Sompting Estate Upton, Strutt & Parker, 31 North Street, Chichester, W Sussex PO19 1LY.

