



# Hire of Education Barn Booking Form – 2018/19

OFFICE USE ONLY:	
Payment method: CHQ no:	Date:

Please send the completed form to:  
The Ashdown Forest Centre, Wych Cross, Forest Row, RH18 5JP or email conservators @ashdownforest.org

If you have any enquires, contact our office on 01342 823583

<b>1. Your details</b>	
First name: .....	Last name: .....
Address:.....	
..... Postcode: .....	
Telephone number: .....	Email:.....
<b>2. Details of event</b>	
Date of event:.....	Time (including setting up and clearing):.....
<b>Please note that the Education Barn is available from 9.30am-4.30pm Monday to Friday and 11.00am - 4.30pm Saturday, Sunday and Bank Holidays (subject to availability)</b>	
Description of event:.....	
.....	
.....	
Maximum number of attendees: .....	Use of Kitchen - please tick <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Serving of drinks and pre-prepared food only. Please provide washing up liquid, tea towels and bin liners.</b>	
<b>3. Method of Payment</b> - please tick	
Standard hire charges for the Education Barn are £21/hour Monday to Friday and £28/hr Saturday, Sunday and Bank Holidays. Any additional requirements may incur an increased charge which will be confirmed by the Office. Depending on the event a deposit may be required. If you require an invoice prior to payment please let us know.	
<input type="checkbox"/> <b>Payment by cheque made payable to The Conservators of Ashdown Forest</b>	
<input type="checkbox"/> <b>Payment by cash</b>	
<input type="checkbox"/> <b>Payment by Credit or Debit card</b>	
Card number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date: (mm/yy)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Security code: <input type="text"/> <input type="text"/> <input type="text"/> (3 digit number on the back of the card)
<b>4. Terms and conditions</b>	
I have read and agree to the Terms and Conditions of hire – detailed overleaf (please tick) <input type="checkbox"/>	
Signed:.....	Date:.....

## CONDITIONS OF HIRE OF THE EDUCATION BARN

### HIRE CHARGES AND PAYMENT:

Bookings must be paid for in advance and are not confirmed until full payment is received subject to availability. The hire charge must include any setting up time and cleaning after the event. Please note that the wooded picnic area outside the Education Barn is not included in the hire and members of the public must not be excluded from this area at any time.

### LITTER:

Please note that all litter must be removed from the Education Barn and taken off site for recycling or disposal after the event. Please bring your own bin liners.

### USE OF KITCHEN:

Hirers to provide their own tea towels and washing up liquid if required. The dishwasher is not to be used. Please ensure all equipment is washed and returned after use. The kitchen can only be used for serving pre-prepared food and users must ensure that hygiene and food safety guidelines are followed at all times. Hirers are not permitted to use the cooker or hob but may utilise the microwave.

### CLEARING UP AFTER THE EVENT:

Please ensure that the Education Barn and the kitchen (if used) are left clean and tidy at the end of the event and that all windows and doors are closed and that lights are switched off.

### HEALTH AND SAFETY:

The Conservators of Ashdown Forest take all reasonable steps to ensure that the Education Barn is safe and clean for users. It is the primary responsibility of those booking the Education Barn to ensure the health and safety of users of the Education Barn. The Conservators of Ashdown Forest are insured against any claims arising of their own negligence and accept no responsibility for accidents to hirers or their guests, agents or employees. Hirers should consider taking out public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Education Barn. Emergency exits should not be obstructed at any time. If you are proposing to bring into the Education Barn any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner. Please report any damage to the Education Barn, chairs, tables or other equipment to the Forest Centre office.

### FIRE:

In case of fire, evacuate the Education Barn immediately and call the fire brigade. Fire extinguishers are provided in the Education Barn. Do not take any risks with personal safety in the case of fire. It is your responsibility to ensure that everyone in the Education Barn knows how to evacuate the building in case of emergency and are accounted for. Please report the Duty Ranger once the building is evacuated.

### EMERGENCY CONTACT:

The Rangers are first aid trained and in an emergency may be contacted via the Office (Monday – Friday) or the Information Barn (Saturday – Sunday) or called directly on 01342 822846. Please note that at the weekend the Duty Ranger may be called away from the Forest Centre at any time and although this is a 24 hour number, if the Ranger is out of signal the call may divert to voicemail - please leave a message and he will return your call when he has signal. If you need urgent assistance please call 999.

### CAR PARKING:

All cars must be parked in the Visitor Centre car park. Cars must not be parked in the Forest Centre yard as this is used by heavy machinery and is unsafe for members of the public. If further parking is required Broadstone car park may be used and the Forest Centre is only a one minute walk and clearly signposted. Coaches should be parked in Broadstone car park due to limited space in the Visitor Centre car park.

### CARE OF THE BARN:

Decorations may be hung from the pillars and beams within the Education Barn however it requested that no items are fixed to the walls using Blu-tak, pins or tape.

### ALCOHOL:

Alcoholic drinks may be served free of charge by the Hirer but no sale of alcoholic drinks may be undertaken.

### BREAKAGES AND DAMAGES:

The Hirer is responsible for all damage to the building, equipment and furniture in the Education Barn during the period of hire. The Hirer will be responsible for the replacement 'as new' of any equipment or furniture and the full cost of making good and damage to the buildings, fixture and fittings

### CANCELLATION POLICY:

The cancellation policy is dependent on the event and will be confirmed by the Office on booking.

### TABLES AND CHAIRS:

Please return any tables to the side cupboard and stack the chairs neatly at the side of the room.

### SMOKING:

Smoking is only allowed in outside areas. No naked flames are allowed inside the building.