



A M Challis Trust Ltd

Registered Office

68 High Street, Sawston, Cambridge CB22 3BG

Honorary Patron: Jennifer Crompton

A M Challis Trust Ltd

Policy for Use of Premises (Garden and/or House)

Request for Garden and/or House Visit. <i>Please indicate as applicable</i>		Garden / House
Request for use of Brian Butler Meeting Room		
If you are a Challis Volunteer - please tick		Volunteer
<i>Visitors are requested to appreciate the wishes of the late Mary Challis and respect the flora and fauna in the garden. Both the House and Garden are to be used as quiet places for the enjoyment of visitors. Donations to The Challis Trust for their upkeep are much appreciated and can be Gift Aided.</i>		
Group Leader:		
Organisation:		
Address:		
Event:		
Date of Visit:	Time from/to:	Number of Visitors: max 20 for guided visit
Phone:	Mobile:	Signed:
Email:		
<i>Office Use: (please note the Trust's decision will normally be communicated within 2 weeks)</i> Decision by Trustees: Accepted / Declined Date:		
<i>To comply with GDPR the details given above will be kept in a secure place for the purpose of confirming your request, or for contacting you in the unlikely event that we have to cancel your visit..</i>		

1. All requests for use of the Trust's premises must be made using this form and submitted by hand, post or email to 68, High St, Sawston Form available electronically from <http://challistrust.org.uk/contact-us/>
2. All uses of the premises are at the discretion of the Trustees.
3. The Charity does not allow the premises to be used for commercial purposes.
4. Events organised by the A M Challis Trust Ltd have priority for use of the premises.
5. The premises are available to groups for educational purposes and to individuals who are involved in the work of the Trust.
6. A donation to the work of the Trust is welcomed from those using the premises (and can be Gift Aided). For winter use of the House a donation towards the cost of heating is also appreciated.
7. It is expected that the premises will be left in the state in which they were found and that *all litter will be removed* by the User. Breakages will be charged for.
8. The **Group Leader** *is responsible* for informing each of their group that children must be supervised at all times; dogs must be kept on a lead and *any mess cleared up and removed*; no ball games are allowed.
9. The **Group Leader must ensure, for security reasons, that the garden gates are kept closed at all times.** *Failure to do this will result in a review of future bookings, with cancellation a likely outcome.*
10. Those using the Garden and/or House do so entirely at their own risk, and this forms the agreement of any Use of the Premises.
11. **When you submit this Booking Form you undertake to accept the A M Challis Trust Ltd Policy for Use of the Premises.**

*Please return this completed form, by post or hand to A M Challis Trust Ltd at the address above, or by email to admin@challistrust.org.uk