



**A M Challis Trust Ltd**  
*Registered Office*  
68 High Street, Sawston, Cambridge CB22 3BG  
Honorary Patron: Jennifer Crompton

<b>Request</b>	<b>Please tick any/all that apply</b>
<b>Use of the Garden</b>	
<b>Guided Tour of the Garden</b>	
<b>Guided Tour of the House &amp; Museum</b> <b>(Maximum no per tour = 20)</b>	
<b>Challis Refreshments</b> <b>(Tea/Coffee/Squash and Cake)</b>	
<b>Are you a Challis Volunteer or Trustee?</b>	<b>Yes/No</b>

*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.*

**We do not charge for events held at the House and Garden but donations to The Challis Trust for their upkeep are much appreciated and can be Gift Aided.**

<b>Organisation</b>			
<b>Group Leader</b>			
<b>Contact Address</b>			
<b>Contact Phone Nos</b>			
<b>Contact Email</b>			
<b>Date Of Event:</b>	<b>Time From/To:</b>	<b>No of Visitors: (Max for House Tour 20)</b>	
<b>Nature of the Event</b> Please include further details and requests			
<b>Signed:</b>			<b>Date:</b>

**All requests for bookings are subject to the approval of the Trustees.**

Please note that the Trust's decision will normally be communicated within 2 weeks

*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. They will be kept on file for one year after the event and then destroyed*

Please return the completed form by email to [admin@challistrust.org.uk](mailto:admin@challistrust.org.uk) or by post or hand to A M Challis Trust Ltd at the address above.

# A M Challis Trust Ltd

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

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. Bookings may be cancelled by decision of the Trustees at short notice for various reasons -ie high winds - risks in the garden.
4. There is no access to the House for use during garden events in the event of rain or bad weather.
5. The Charity does not allow the premises to be used for commercial purposes.
6. Events organised by the A M Challis Trust Ltd have priority for use of the premises.
7. The premises are available to groups for educational purposes and to individuals who are involved in the work of the Trust.
8. 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.
9. 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.
10. 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.
11. 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.**
12. 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.
13. **When you submit this Booking Form you undertake to accept the A M Challis Trust Ltd Policy for Use of the Premises.**