

Please use this form if you would like to hold an event or workshop at the Centre for Ecotherapy. Completed forms should be emailed to: bookings@centreforecotherapy.org.uk.

**Cost for rent of site:**

 Half day session 9am-1pm or 1.30-5.30pm or evening session 6-10pm- £45

 Full day session 9am-6pm - £90

 Morning to evening 9am-10pm - £135

(If your timing for a 4/4.5 hour session cuts through the middle of the day meaning that another group could not use it for another half day session ie. 11-3.30, you will need to book both sessions)

**Cancellation policy:**  If the Centre for Ecotherapy cancels the hire you will receive a full refund;

If you cancel your attendance up to 14 days before the date you will receive a 75% refund;

If you cancel up to 7 days before the date you will receive a 50% refund.

There is no refund if you cancel within 7 days of the date or do not attend on the day.

**NB: Organisations using fire MUST bring own firewood.**

**No foraging for firewood allowed on Centre for Ecotherapy or Stanmer Organics land.**

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| Group/ individual name: |  |
| Contact email: |  |
| Phone Number: |  |
| Insurance for session held? | Yes/ No  |
| Date (s) of event/s: |  |
| Expected/estimated number |  |
| Timings *e.g. full day, half day* |  |
| Purpose of event: |  |
| If for an organisation is it: | For profit / Not for profit |
| Will you be charging for attendance at the event? | Yes / No |
| If yes, how much will you charge? |  |
| Any other comments or special requirements: |  |

Please note that The Centre for Ecotherapy will only confirm your site booking once a payment is made. Please make a payment 30 days prior to your event/workshop or immediately if your booking takes place in less than 30 days.

To make a payment:

Please make BACS transfer to Coop Ban Sort Code 08-92-99 Acct no. 65727849

Or cheques payable to The Centre for Ecotherapy and send: C/o Community Base, 113 Queens Rd, Brighton, BN1 3XG