

*Lee Miller & Roland Penrose*  
**FARLEYS HOUSE & GALLERY**  
HOME OF THE SURREALISTS

Please complete and return this page to Farleys House & Tours Coordinator Kate  
[tours@leemiller.co.uk](mailto:tours@leemiller.co.uk)

Farleys House & Gallery, Farley Farm, Muddles Green, Chiddingly, East Sussex, BN8 6HW

Name

Organisation

Address

Postcode

Email

Telephone

Mobile

Date of visit (please agree this with us before completing & returning form)

Group numbers (minimum 12, maximum 45)

Each guided tour has 15 places and tours begin at half hour intervals to accommodate larger parties.

Please indicate number of tours to be reserved

**Morning** 10.30am / 11am / 11.30am **Afternoon** 2pm / 2.30pm / 3pm

Non refundable deposit of £150.00 is being paid by

credit card ..... / cheque ..... made payable to Farleys House & Gallery Ltd / Online bank transfer

**Final numbers and balance of payment to be provided no less than two weeks before visit.**

How did you hear about Farleys House & Gallery?

I, \_\_\_\_\_ can be contacted on the above details, have read the risk assessment details and will take the responsibility of making sure that all in our party understand and will adhere to the points raised in the risk assessment provided below.

Please sign below as the representative of your group/organisation

X

\_\_\_\_\_

Date of signature

**The following risk assessment is provided to assist School and Group Visit Organisers in planning a visit to Farleys House & Gallery. If you have any questions do please let us know.**

### **On arrival**

Cars and coaches may be parked free of charge in the yard adjacent to Farleys Gallery through which the house and garden are then accessed. Please be aware that all cars and coaches are parked at the owners' risk. The establishment will not be held responsible for any loss or damage to property or vehicles.

At all times please be aware of the hazards involved with moving vehicles in the parking areas which can include large farm machinery. No access is allowed to any of the farm buildings except for the visitor toilets and the Chiddingly Village Shop.

There are CCTV cameras throughout the property. Images are being recorded for the purposes of crime prevention and detection.

### **The Gallery**

The barn in which Farleys Gallery is housed is accessed via a ramp or steps from the car park. Please do not touch any of the works of art or objects found in Farleys Gallery.

### **The House**

Farleys House is an old farmhouse with low doorways and uneven floors and steps. There is risk of tripping, slipping and falling. Great care should be taken whilst in the property.

On arrival your party will be informed of the procedure to follow should it be necessary to evacuate the house due to a fire or other emergency. The assembly point in case of evacuation is the sculpture on the front lawn called 'Magic Stallion'

Parties of up to 45 people can tour the house when divided into three groups beginning at half hour intervals. For fire & safety reasons we are restricted to a maximum of 15 visitors in each of the groups touring the house. Please do not ask us to exceed this recommendation and compromise the safety and security of members of your group or our staff.

Guests are requested to not touch the art works and objects on display in the house.

There is no photography allowed inside the house.

Visitors are requested to remain with their group at all times during the tour, leaving the group and entering a controlled zone may trigger an alarm.

Some of the items displayed in the house and some images and commentary may cause offence. Topics can include: The Holocaust, the violence of war, rape, nudity of an explicit nature, sexual relationships and some religious references. Please notify us in advance if you have specific concerns in any of these fields.

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If any member of your party has special access requirements please notify the tours office in advance of your visit. The ground floor of the house is accessible to wheelchair users and hearing assistance sets are available if required.

### **Sculpture Garden**

Guests are requested to not touch the sculptures in the garden.

Potential hazards in the garden include three ponds, uneven and sloping ground, uneven paths, steps and paved area which may be slippery.

No access is allowed to any of the buildings, sheds or the greenhouse found in the garden.

### **Refreshments**

Light refreshments are available to purchase in the gallery during your group visit.

If you wish to pre-order refreshments for your group please contact the Gallery Coordinator Elaine [info@leemiller.co.uk](mailto:info@leemiller.co.uk) for available options.

**We look forward to welcoming your group to Farleys.**