

BOOKING FORM

Applicant Details

Name of Club/Organisation	
Contact Name	
Address	Postcode:
Tel Number	
Email Address	

Please tick which facility you wish to hire

Conference Room	<input type="checkbox"/>	3G Pitch (Full)	<input type="checkbox"/>
Bell Theatre	<input type="checkbox"/>	3G Pitch (1/3)	<input type="checkbox"/>
Drama Studio	<input type="checkbox"/>	Football Pitch	<input type="checkbox"/>
Activity Studio	<input type="checkbox"/>	Fitness Suite	<input type="checkbox"/>
Sports Centre (Whole)	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>
Sports Centre (1 Court)	<input type="checkbox"/>	Classroom	<input type="checkbox"/>

Additional Resources Required

Overhead Projector	<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	PC / Laptop / Ipad	<input type="checkbox"/>
Speakers	<input type="checkbox"/>	PA Sound System	<input type="checkbox"/>	VCR/DVD	<input type="checkbox"/>
Technician Support	<input type="checkbox"/>	Catering provisions	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Day/s Required

Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input type="checkbox"/>	Saturday	<input type="checkbox"/>	Sunday	<input type="checkbox"/>
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Date/s Required

From:				To:			
Start Time:				End Time:			
Type of Letting	Single		<input type="checkbox"/>	Recurring		<input type="checkbox"/>	
Number of attendees	Adults		<input type="checkbox"/>	Children (under 16)		<input type="checkbox"/>	

Agreed Hire Charge: £ _____

Invoice Number (for office use only) _____



Insurance

The hirer must hold relevant Public Liability/Third Party Insurance. If no insurance is held by the hirer this can be arranged through Cornwall Council to non-profit making clubs/organisations at a charge of 10% of the total hire charge. Please complete the following:

Yes I hold relevant Public Liability Insurance as detailed below

Name of Insurer:	
Policy Reference Number:	

No I do not hold relevant Public Liability Insurance and would like to be covered by Cornwall Council at the agreed 10 % of the total hire charge.

Declaration

I confirm that I have read and understood Brannel School's Conditions of Hire and Policy for Use of School Premises and Lettings as advertised on our school website

I declare that I am 18 years of over

Signed: _____

(Please Print) _____