Booking Request Form

Club / Organisation _____

_____

Contact Name _____

Official Status ☐ President ☐ Secretary ☐ Treasurer ☐ Other.....

Contact Telephone No. _____

Invoice Address _____

_____

Facility ☐ ECO Centre ☐ Astroturf ☐ Main Hall ☐ Gym ☐ Sports Hall ☐ Classroom ☐ Other.....

Date Start: Finish:

Times From: To:

Type of Event _____

Frequency of use ☐ Weekly ☐ Monthly ☐ Term Time Only ☐ Other .....

Additional Facilities ☐ Seating ☐ Tables ☐ IT Technician ☐ IT Equipment ☐ Catering ☐ Site Management ☐ Other.....

Number of Delegates Adults: Juniors:

Confirmation of Conditions in place: ☐ CRB ☐ Risk Assessment ☐ 3rd Party Insurance

I, the undersigned, have read and agree to the Terms and Conditions of hire

_____ _____

Signature **Date**

Costs to be completed by booking team:

Hire Cost per hour

Hire Cost per session
Additional Facilities
costs
Insurance (10%)
overall cost

VAT

Total Cost

Invoice to be paid in full by.....

Confirmation of Booking

_____ _____

Booking Team Member Signature **Date**

COCKERMOUTH SCHOOL

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Headteacher:
Mr G J Walker
BA, MBA