



Stoke Climsland Community Project Ltd, Stoke Climsland, Callington, Cornwall PL17 8NY.  
 Telephone 01579 370493 e-Mail: theoldschool@ruralinternet.co.uk

**BOOKING FORM: (NUMBER \_\_\_\_\_)**

**On completion please return to the Old School**

<b><u>Name Of Applicant</u></b> <b>(Circle)</b> <b><u>Mr/ Mrs / Ms</u></b>	<b><u>First Name:</u></b>		<b><u>Surname:</u></b>	
<b><u>Name Of Organisation</u></b>				
<b><u>Name Of Event</u></b>				
<b><u>Contact Details</u></b>	<b><u>Email</u></b> <b><u>Home Number</u></b> <b><u>Mobile</u></b>			
<b><u>Date Premises Required:</u></b>	<b><u>Day.....</u></b>	<b><u>Access To Site Required:</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
	<b><u>Date.....</u></b>	<b><u>Event open To Public</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
<b>Monthly      Weekly      Every other week....."One off "event</b> <b>(Please circle)</b>				
<b><u>Requested Area To Hire</u></b>	<b>Main Hall</b> <b>AH Room</b> <b>Café Area</b> <b>Therapy Room</b> <b>Kitchen</b> <b>Meeting Room</b> <b>Bar (Staffed or unstaffed)</b> <b>Car Park (If an outdoor event)</b>			
<b><u>IT Equipment Requested?</u></b>  <b>Is help required to set up and take down?</b>	<b>Audio Equipment</b> <b>Overhead Projector – off PC or DVD</b>			

<b><u>Furniture Requested?</u></b>	<b><u>(Please see Hire conditions for what is available)</u></b> Chairs:  Tables:
<b><u>Is the stage required?</u></b>	Yes            No
<b><u>Details Of Event</u></b>	<b><u>(Sketch layout if required &amp; attach to booking form)</u></b> e.g. Chairs/ tables set out for dining or a meeting
<b><u>Expected Attendance (Approx numbers)</u></b>	<b><u>Children (under 18):</u></b>  <b><u>Adults:</u></b>
<b><u>Catering Required</u></b>	Yes            No (Project Manager to contact and agree)
<b><u>Proposed Method of Payment</u></b>	Cheque: Yes / No  Cash:    Yes / No  BACS:    Yes / No  SCCP Bank Details :-Clydesdale Bank; Sort Code 82-48-08; A/c No. 50455341

**Please note this is a ‘request form’, and does not mean the request has been booked, until confirmed by the Project Manager, or the Office Manager in writing or by email.**

By completing and returning this form, I agree on my behalf and behalf of the organisation above to comply with and be bound by the Conditions of Hire, which I confirm I have read. (This includes penalties for late cancellation of event).

Signed.....

Dated.....

<b>OFFICE USE ONLY ref: BOOKING NO.</b>	
(PLEASE CIRCLE)	
<b>Telephone booking/ office booking / email / website</b>	
<b>Date of request:</b>	
<b>Check list - Policy statements and procedures given to client(s)</b>	
Health & Safety – Statement Of Intent	
Safeguarding Children (Under 18) Vulnerable Adults	
Equal Opportunities	
Fire Action Plan	
Conditions Of Hire	
First Aid Procedure	

<b><u>Deposit requested?</u></b>	Yes/No
<b><u>Deposit paid?</u></b>	Yes/No <b>Amount received:</b> <b>Date received:</b>
<b><u>Booking Payment</u></b>	<b>Date paid:</b> <b>Method of Payment:</b> <b>Amount received:</b> <b>Receipt issued:</b>
<b><u>Donation offered?</u></b>	Yes / No
<b><u>Donation paid</u></b>	Yes/ No <b>Amount received:</b> <b>Date received:</b>