



# BOOKING FORM

Complete and return form to:  
The Lettings Office, Caldew School,  
Dalston, Carlisle. CA5 7NN

## CALDEW SCHOOL FACILITIES EVENTS/FUNCTIONS

<b>NAME OF ORGANISATION</b>			
<b>FIRST PERSON RESPONSIBLE</b> (Must be 18 years of age or over)	<b>NAME:</b>  <b>ADDRESS:</b>  <b>E-MAIL:</b> <b>TEL NO. DAY/NIGHT:</b> <b>MOBILE:</b>		
<b>SECOND PERSON RESPONSIBLE</b> (Must be 18 years of age or over)	<b>NAME:</b>  <b>ADDRESS:</b>  <b>E-MAIL:</b> <b>TEL NO. DAY/NIGHT:</b> <b>MOBILE:</b>		

<b>Details of Sport/Activity</b> (Please state if this booking is for adults or children)	Child protection policy <input type="checkbox"/> Booking for Adults <input type="checkbox"/> If the booking is for children please provide a copy of your child protection policy or confirm the booking is for adults.
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<b>Facility Required:</b> (Please tick box)	Hall/Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Other <input type="checkbox"/> Give Details
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<b>Day / Dates Required:</b> (Please put estimated end date for repeat bookings)	<b>Day:</b> <b>Date/s:</b> From: To:	<b>Time/s Required</b>	<b>From:</b> <b>To:</b>
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<b>Special Requirements</b>	Heating <input type="checkbox"/> Showers <input type="checkbox"/> Changing Rooms <input type="checkbox"/> Flood Lights <input type="checkbox"/>
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Caldew School and the County Council do not have insurance cover for accidents to persons or damage to property. Each organisation hiring facilities is responsible for its own insurance and it is recommended that clubs/individuals take out personal accident cover when taking part in activities on the school premises.

Please note: A payment of at least 4 weeks must be paid in advance for all bookings. Only one month's credit will be allowed before a group is liable to have their booking suspended until payment is brought up to date.

**Parking of Vehicles** - Please use the car parking facilities by the school. (Do not park on the road opposite the school).

**I have read and accept the Conditions of Hire:**

Signed: ..... (1<sup>st</sup> person) Signed: ..... (2nd person)

Name: .....(Printed) Name: .....(Printed)