

BOOKING FORM



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

CALDEW SCHOOL FACILITIES EVENTS/FUNCTIONS

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

Details of Event/Function:	
Estimated No. Attending:	

Facility Required: <i>(Please tick box)</i>	Hall/Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Other <input type="checkbox"/> Give Details
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Day / Dates Required: <i>(Please put estimated end date for repeat bookings)</i>	Day: Date/s: From: To:	Time/s Required	From: To:
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Special Requirements	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 50% must be paid in advance for all bookings; the remaining 50% must be paid midway through the booking. Only £100 credit will be allowed (after payment of 50% fee) 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: (1st person) Signed: (2nd person)

Name:(Printed)

Name:(Printed)