

# EVENT BOOKING FORM



**NB. Bookings made via telephone or email may only be made on a provisional basis. Provisional bookings will be held for a maximum of 2 weeks.**

<b>Name of Organisation</b>			
<b>Contact Name</b>			
<b>Contact Address</b>			<b>Postcode</b>
<b>Contact Tel No</b>		<b>Mobile</b>	
<b>E Mail</b>			

## HIRE DETAILS

Date (i.e 1 <sup>st</sup> January 2016)	Facility required	Time (NB Please include set up for the event, not just the event time itself)

## EVENT DETAILS

<b>Event Title</b>			
<b>Number of Participants (including spectators)</b>		<b>Number of cars on site</b>	
<b>Catering requirements</b> <small>(state refreshment requirements and location you wish refreshments to be served)</small>			
<b>Equipment Requirements</b> <small>(e.g. IT, sport equipment, chairs, tables etc space for registration)</small>			

**Does your Club/Organisation have Third Party Liability Insurance Cover for the proposed event?**

Yes  No

If yes, please state the value of the cover.  
(It is recommended that you have a minimum of £2,000,00 cover for your event.)

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**NB. If your event involves the consumption of alcohol you must submit a request for approval in advance to the Designated Premises Supervisor. The unapproved provision of alcohol by sale or otherwise on Truro School premises is strictly prohibited. Please contact us for further details.**

<b>Signature</b>	
<b>Name (Block Capitals)</b>	
<b>Date</b>	

*Please return the completed form to: Sir Ben Ainslie Sports Centre, Truro School, Trennick Lane Truro TR1 1TH*

**FOR OFFICE USE ONLY**

Date Received		Date Confirmed		Invoice No		Invoice sent	
Date entered on EZ Facility		Swim Mgr		Catering		Caretakers	
Theatre Mgr		Chaplain		Facilities Co-ord		T&C issued	
DPS approved		Music		Float		Refreshment staff	

**Cleaning arrangements**

**Staffing arrangements**

**NOTES**