

Completed booking forms to be returned to:  
 Mrs E Nicholson/Mrs A Doyle, Cockermouth School, Castlegate Drive, Cockermouth Cumbria CA13 9HF  
 Email: [nicholson@cockermouthschool.org](mailto:nicholson@cockermouthschool.org) or [doylea@cockermouthschool.org](mailto:doylea@cockermouthschool.org)  
 Telephone: 01900 898888



## INTERNAL FACILITIES – BOOKING FORM

Please note that without a completed booking form no reservation will be accepted.  
 Notice of cancellation is required should the event not go ahead as planned.

**Headteacher:**  
 Dr R P Petrie BSc PhD

ORGANISATION			
CONTACT NAME			
TELEPHONE NUMBER			
EMAIL ADDRESS			
INVOICE ADDRESS			
POSTCODE			
FACILITY REQUIRED <small>Please tick</small>	Main Hall	NUMBER OF DELEGATES	ADULTS:
	Sports Hall		
	Gym		
	Classroom		
	Other <small>please specify</small>		CHILDREN:
TIME OF HIRE		Start:	Finish:
DATE RANGE or INDIVIDUAL DATES REQUIRED			
Please confirm the following documents are in place (please tick):			
CRB / DBS	<input type="checkbox"/>	Safeguarding Policy	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>
A copy of the insurance certificate must be provided at the time of booking.			
I, the undersigned have read and agree to the terms and conditions of hire.			
Name:	Signature:		Date:

aspire · enjoy · include · respect · community

