

Completed booking forms to be returned to:
 Mrs E Nicholson/Mrs S Jones, Cockermouth School, Castlegate Drive, Cockermouth Cumbria CA13 9HF
 Email: nicholson@cockermouthschool.org or joness@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	Main Hall	NUMBER OF DELEGATES	ADULTS:
	Sports Hall		
	Gym		
	Classroom		
	Other please specify		CHILDREN:
TIME OF HIRE		Start:	Finish:
DATE(S) OF HIRE			
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 A copy of the insurance certificate must be provided at the time of booking.			<input type="checkbox"/>
I, the undersigned have read and agree to the terms and conditions of hire.			
Name:	Signature:		Date:

aspire · enjoy · include · respect · community

