

# ONE-OFF EVENT BOOKING FORM

NB. Bookings made via telephone or email may only be made on a provisional basis and will not be confirmed until a completed booking form has been received. Provisional bookings will be held for a maximum of 2 weeks.



enterprises  
play learn enjoy

<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 2008)	Facility	Time
		NB. Please include set-up for the event., not just the event time itself

## EVENT DETAILS

<b>Number of Participants (including spectators)</b>		<b>Event Title</b>	
<b>Catering requirements</b> (state refreshment requirements and location you wish refreshments to be served)			
<b>Equipment Requirements</b> (e.g. IT, sport, chairs, tables etc space for registration, car parking signs)			
<b>Other Requirements</b> (e.g explain room set-up requirements, )			

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.)

£
---

Your organisation is responsible for providing first aid cover at your event. Please describe below measures that you will be taking to ensure adequate arrangements are in place.

--

Depending upon the nature of your activities, TSE Ltd may require you to provide risk assessments for your event for approval by the Enterprises Manager or Truro School Business Director.

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

***Please return the completed form to:***  
***Enterprises, Truro School, Trennick Lane Truro TR1 1TH***  
***Tel No 01872 246050 or 246052***  
***Fax: 01872 246080***  
***Email: enterprises@truroschoo.com***

**FOR OFFICE USE ONLY**

Date Received		Date Confirmed		Invoice No		Invoice sent	
Booking Pro		Swim Mgr		Catering		Caretakers	
Theatre Mgr		Chaplain		Facilities Co-ord		Contract No	

<b>Cleaning</b>	
-----------------	--