



**Booking Form**  
**Hire of Premises at**  
**Nanpean School**

**Nanpean C P School,  
St Georges Road, Nanpean,  
St Austell, Cornwall  
PL26 7YH  
Tel 01726 822447**

**Application for the Hire of premises at Nanpean CP School**

To be completed by the Applicant/Person responsible for payment of the scale and other charges in respect of the hire.

**The Hirer:**

Name of Applicant	
Society/Organisation Represented	
Contact Address	
Telephone Number (Daytime)	
Telephone Number (Evening)	
Public Liability Insurance? (Quote Company & Policy Number)	

**Details of Hire**

Area of Premises to be hired Licence gained (if applicable)?	
Date(s) of Proposed hiring	
Time(s) of proposed hiring	
Will access be required outside these times (e.g. to set-up or pack up)?	
Purpose of hire	
Number of adults (over 16) expected to attend	
Number of children (under 16) expected to attend	
Will catering facilities be required	

What other facilities will be required? <i>We can't guarantee we will have everything required but it may be possible to use some resources / equipment.</i>	
Will there be music and dancing?	

CORNWALL COUNTY COUNCIL - HIRE OF PREMISES - BOOKING FORM (extra information required)

Is an admission fee to be charged?	£
To what purpose will the proceeds be devoted?	
Will the proposed function be advertised and, if so, in what manner?	

**Declaration**

I hereby make application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay, in advance (unless otherwise agreed), the scale and other charges in respect thereof and to comply with the conditions in the subjoined Terms and Conditions and the User Information Sheet.

I declare that I am 18 years or over.

Signature of Applicant .....Date:.....

Print Name: .....

**Authorisation**

To be completed by the Premises Controller

I agree to the letting of the accommodation and facilities to the Applicant as detailed above based on the provisions of the Terms and Conditions.

Signature of Premises Controller: .....Date:.....

Print Name:.....

For Office use only	
Agreed Charges £	Invoice Number
VAT @ 20% £	
Total	