**Application for the Hire of College Premises**

Camborne College

Pool, Redruth, Cornwall, TR15 3RD

Tel: 01209 616323 Fax: 01209 616196

 

|  |  |
| --- | --- |
| Organisation |  Accommodation Required |
| Class room  | Other |
| Lecture theatre |  |
| Telephone | Purpose of letting |
| Contact / Organiser Address**I hereby accept responsibility for any hire charges, damage caused or additional cleaning and I request that you invoice the person named above for any charges arising from this hiring.** | Dates required**Please Note:** If you require additional bookings from those stated above you will need to complete a new booking form. |
| Signed: must be Club Secretary / Treasurer etc.Date | Times required |
| Name in Full: Please Print | Estimated numbers attending |
| Position in Club / Organisation | Equipment required |
| College use only

|  |  |
| --- | --- |
| Rate | Stewards fee |

|  |  |
| --- | --- |
| Availability |  |

|  |  |  |
| --- | --- | --- |
| Confirmation letter | Sent  | Received |

 |

|  |  |  |
| --- | --- | --- |
| Hire Charge |  |  |
| Other Charges |  |  |
| Locking fee |  |  |
| VAT |  |  |
| Total Charge |  |  |

 |

**Booking Procedure**

Return completed form and copy of Public liability Insurance certificate to

 Campus Central

 Finola Kavanagh

 Cornwall College

 Trevenson Road

 Pool

 Redruth

TR15 3RD

Tel 01209 616323 Fax 01209 616196

 Upon receipt of a completed booking form and copy of the Public Liability Certificate (should have at least 2 million pounds of cover) the College will check the availability of the space and a confirmation letter and an invoice will be sent out. Please pay the hire fee before commencement of booking.

 **Alcohol is not allowed on the premises**

The possession and / or consumption of alcohol on College premises is strictly prohibited at all times except for those premises that hold a premises licence where consumption of alcohol is permitted if over 18 years old.

On the day of hire - proceed to the venue. Show the letter of confirmation if required to do so.

Please take note of the Fire Safety notice enclosed with the confirmation letter

**Cancellation of Booking**

24 hours notice is required to cancel a booking otherwise the Full hire charge is payable.

Separate arrangements apply to catering please confirm details with the Catering Manager 01209 616199.

Please Note: If you require additional dates from those stated on this form you will need to complete a new booking form.