

## Hire of Facilities – Booking Form

### Booking Request

|                          |  |
|--------------------------|--|
| <b>Name</b>              |  |
| <b>Organisation Name</b> |  |
| <b>Address</b>           |  |
| <b>Telephone</b>         |  |
| <b>Contact Email</b>     |  |
| <b>Invoice Email</b>     |  |

|   |  |
|---|--|
| <b>Date</b>   |  |
| <b>Time</b><br><i>Bookings are for 30 mins or 1 hour</i>                  |  |
| <b>Number of users</b>  |  |
| <b>Responsible Adult (name)</b>   |  |
| <b>Requirements</b>   |  |
| <b>Purpose of Hire</b>  |  |
| <b>Insurance Details (Please attach a Copy of Insurance confirmation)</b> |  |

### Do you require?

|                                   |   |   |
|-----------------------------------|---|---|
| Parking                           | Y | N |
| Changing Facilities               | Y | N |
| Additional Support (please state) | Y | N |



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I hereby make application for the use of the facilities stated and upon such application being granted I undertake to pay in respect thereof and to comply with the conditions contained in the lettings Terms and Conditions.

I hereby also acknowledge that I have read and understood the said Lettings Terms and Conditions.

I have enclosed payment in full for my booking (or provided bank details) and am aware that if I do not give four weeks' notice for cancellations I will be charged as normal.

**Name of Hirer:**

**Signature:**

**Date:**

Please return your application to:

Administration Office  
Workington Academy  
Stainburn Road  
Workington  
CA14 4EB

If you would to speak to someone about your booking please contact: 01900 873926

Payment Information:

All Cheques should be made to: Cumbria Education Trust

BACS Payments are made to:

Barclays Bank

16 Front St, Brampton CA8 1NG

Account: 23189112

SC: 20-18-62

Please use the invoice number as the reference please. Terms are 30 days from invoice date

|                      |   |   |
|----------------------|---|---|
| For Office Use only; |   |   |
| Client No:           |   |   |
| Insurance Documents  | Y | N |
| T&C's signed         | Y | N |
| Comments:            |   |   |