



Once this event has been approved by management you will receive a confirmation email and we may request further documentation from you such as Public Liability Insurance. (If Required)

**Declaration**

I can confirm that the information contained on this booking form is accurate and correct to the best of my knowledge.

I understand that the responsibility for the group/ booking remains solely with the responsible group leader.

I confirm that I have read the Terms and Conditions detailed within the User Guide and attach a signed copy with this event application

Print name .....

Responsible Group Leader .....

Signed ..... Date.....

*For office use only*

Booking request approved Y/N	
Staff Member	
Full cost if applicable	
Deposit paid	Staff charges
Pre booking notes/requirements:	
Post booking evaluation:	