

Completed booking forms to be returned to:
 Mrs E Nicholson/Mrs S Jones, Cockermouth School, Castlegate Drive, Cockermouth Cumbria CA13 9HF
 Email: nicholsone@cockermouthschool.org or jones@cockermouthschool.org
 Telephone: 01900 898888



MIKE WILDE ECO CENTRE- BOOKING FORM

Please note that without a completed booking form no reservation will be accepted.
 Notice of cancellation is required should the event not go ahead as planned.

Headteacher:
 Dr R P Petrie BSc PhD

ORGANISATION			
CONTACT NAME			
TELEPHONE NUMBER			
EMAIL ADDRESS			
INVOICE ADDRESS			
POSTCODE			
FACILITY REQUIRED Please tick all that are required	Whole Building	NUMBER OF DELEGATES	ADULTS:
	Auditorium		
	Seminar		
	Foyer		
	Kitchen		CHILDREN:
DATE(S) REQUIRED			
TIME OF HIRE Allowing for set up where necessary	Start:	Finish:	
LAYOUT REQUIRED	Boardroom	ADDITIONAL REQUIREMENTS	Pods
	Conference		Tables
	Cabaret		IT Equipment/Technician
	Empty		Catering Menus & prices available on request
Please confirm the following documents are in place (please tick):			
CRB / DBS	<input type="checkbox"/>	Safeguarding Policy	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	Public Liability Insurance	<input type="checkbox"/>
A copy of the insurance certificate must be provided at the time of booking.			
I, the undersigned have read and agree to the terms and conditions of hire.			
Name:	Signature:		Date:

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