

Additional requirements

Lectern (John Caden Hall only)	<input type="checkbox"/>	Photocopying	<input type="checkbox"/>
Projector/Multimedia	<input type="checkbox"/>	Flip chart + pens	<input type="checkbox"/>
Lighting (John Caden Hall only)	<input type="checkbox"/>	Screen	<input type="checkbox"/>
Sound (John Caden Hall only)	<input type="checkbox"/>	Welcome/signing in desks	<input type="checkbox"/>
Technician	<input type="checkbox"/>	Internet access	<input type="checkbox"/>
Stage Extension (John Caden Hall only)	<input type="checkbox"/>	Induction Loop	<input type="checkbox"/>
Radio Mics	<input type="checkbox"/>	Hospitality (see form CBF1)	<input type="checkbox"/>
Other requirements (please specify)			
Please note that hirer's own electronic equipment must be PAT tested. We can arrange this for a fee if necessary.			

Insurance

All hirers must have public liability insurance with minimum cover of £5,000,000.
See Terms and Conditions for details.

Name of Insurer

Policy Number

Expiry Date

Limit of Indemnity

Please enclose a copy of the insurance certificate when returning this form

Declaration

- I undertake to pay the appropriate hiring charges
- I have read and agree to be bound by the TERMS & CONDITIONS OF USE
- I agree to indemnify the college against any claims for loss or damage or personal injury or any associated costs arising from this agreement

Signature:

Date:

Once fully completed, this booking form and a copy of your public liability insurance certificate (if applicable) must be returned to:

By Post to:
Hayley Wooding
Carmel College
The Headlands
Darlington
DL3 8RW

By e-mail to: hwooding@carmel.org.uk

Online at: www.carmel.org.uk/community