

COPENHAGEN PRIMARY SCHOOL
Booking Form for the letting of School Premises

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|---|--------------|----------------|
| Name of organisation | | |
| Contact person | | |
| Address | | |
| Contact number(s) | | |
| Date(s) of booking | | |
| Start and end time(s) | | |
| Number of people expected | Adults | Children |
| Will there be alcohol | Sold? Yes/No | Served? Yes/No |
| Will a music/ performance license be needed? | Yes | No |
| Accommodation required: | | |
| Equipment required: | | |
| Other arrangements: | | |
| I have read and accept the letting policy and the terms and conditions of use and confirm that I am aged over 18 years. | | |
| Signed | | Date |

No letting should be regarded as "booked" until payment received in full, all requested paperwork has been submitted and a signed Contract Agreement issued by the school. The School has the right to refuse any application or cancel bookings.