



## Section D: Declaration

I hereby certify that I have read and understood The Terms and Conditions for the Hiring of Penryn College Premises and am aware that additional conditions may apply depending on the activity.

I have attached a signed copy of the Terms and Conditions of Hire with my application.

I also undertake to advise the Lettings Co-ordinator of the premises should there be any alterations or additions to the information supplied.

I declare that the information contained on this application is correct to the best of my knowledge.

Please tick as appropriate:

- a) I/we have attached a copy of our Club/Organisations current Public Liability Certificate
- b) I/we do not have any Public Liability Insurance and agree to pay a premium to be included on Penryn College's third party hirers' policy at a charge of 10% of the hiring costs for each application
- c) Under 18's regularly take part in our Club/Group sessions and I have enclosed a copy of our child protection policy with this application
- d) There are no persons under the age of 18 taking part in our Club/Group sessions

<b>Signed</b>		<b>Date</b>	
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## Section E: For Official Use Only

<b>Accepted</b>		<b>Rejected</b>	
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### Charges

<b>Date Returned</b>	
<b>Date Entered onto Venue Booker</b>	
<b>Hire of Facilities</b>	
<b>Hire of Equipment</b>	
<b>Additional Costs</b>	
<b>Retainer Required</b>	
<b>Concession</b>	
<b>+ 10% Insurance</b>	Yes / No
<b>Own Insurance</b>	Yes / No
<b>Amount Due</b>	
<b>Signed</b>	

<b>Invoice Number</b>	
<b>Date Invoiced</b>	
<b>Amount</b>	
<b>Signed</b>	

### NOTES