This form to be completed in the first instance by CNL and is the basis for invoicing the school for hire of Combe Mill facilities

NOT to be used when Combe Mill volunteers are leading the visit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Booking made by** (CNL name): | |  | | |
| Type of Organisation: | | School or Community Group (delete as appropriate) | | |
| **Organisation’s name:** | |  | | |
| Organisation’s address: (if known) | |  | | |
| Organisation’s Post Code: | |  | | |
| Organisation’s contact person: | |  | | |
| Organisation’s contact eMail: | |  | | |
| Organisation’s contact phone: | |  | | |
| **Date of proposed visit:** | |  | | |
| **Times of proposed visit:** | |  | | |
| **Number in group:** | |  | | |
| Tea Room required @ £12 per hour | | | Hours |  |
| Access WC required @ £15 fee | | | Y/N |  |
| Picnic area required @ £15 fee | | | Y/N |  |
| Hire of Julie's Meadow Resource Box @ £10 fee | | | Y/N |  |
| Hire of Mill Wood resource box @ £10 fee | | | Y/N |  |
| Hire of Pond Dipping resource box @ £10 fee | | | Y/N |  |
| Hire of River Evenlode resource box @ £10 fee | | | Y/N |  |
| Hire of 3-bay marquee @ £30 fee | | | Y/N |  |
| Other requirements: |  | | | |

**Please email this form to Bookings Manager <combebookings@gmail.com> when complete.**

**NOTE: Do not use this form when Combe Mill Society is the lead party organising the visit in which case cost is based on the per pupil count.**