



OTTERY FEOFFEE CHARITY – DAY CENTRE BOOKING	
GROUP NAME:	PURPOSE FOR MEETING:
CONTACT NAME:	EMAIL:
CONTACT POSTAL ADDRESS:	CONTACT TELEPHONE NUMBERS: MOBILE: LANDLINE:
DAY:	TIME:
NUMBER OF MEMBERS IN GROUP: NB Maximum permitted is 20	ANY ACCESSIBILITY REQUESTS:
<p>Please read the terms of use for the centre:</p> <ul style="list-style-type: none"> • I will surrender the key after each visit or at the end of my Centre usage or by demand of the Trustees. • I will leave the Centre clean and tidy after every use. • I will report any issues to the Clerk immediately. • I agree to pay the agreed fee into the Charity account on or before the day of use. • I take responsibility to ensure that all attendees respect the health and safety guidelines displayed for the Centre. • I will ensure that all attendees enter and leave the building quietly, respecting the proximity of our neighbours. • I have conducted risk assessments for my group/event. • I have Public Liability Insurance cover for my group/event (please supply a copy). <p>By signing below, you accept the terms of usage for the hall.</p>	
SIGNATURE:	DATE:
BANK DETAILS FOR PAYMENT: OTTERY FEOFFEE CHARITY - DAY CENTRE Sort Code 30-99-50 Account 42868568	PLEASE RETURN THE COMPLETED FORM TO: Tina Collins, Clerk to the Trustees Email: clerk.feoffee.osm@gmail.com Post: 2 Royal Oak, Bude, EX23 9NP

Tina Collins – Clerk to the Trustees
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Mob: 07865 098 253
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