

**ST JUST IN ROSELAND PARISH COUNCIL**  
**THE MILLENNIUM ROOM,**  
**THE SQUARE, ST MAWES TR2 5AG**  
**BOOKING FORM 2026**



**OFFICE USE ONLY:**

BOOKING APPROVED: YES / NO

APPROVED BY: .....

DATE: .....

<b>1.</b>	<b>APPLICANT DETAILS</b>
<b>FULL NAME</b>	
<b>ORGANISATION (IF APPLICABLE)</b>	
<b>PHONE NUMBER</b>	
<b>EMAIL</b>	

<b>2.</b>	<b>BOOKING DETAILS</b>
<b>DATE(S) OF HIRE (TO/FROM) (DAY/WEEK/TERM/YEAR)</b>	
<b>START TIME</b>	
<b>END TIME</b>	
<b>PURPOSE OF HIRE</b>	

<b>3.</b>	<b>ADDITIONAL REQUIREMENTS</b>
<b>TABLES (QUANTITY REQUIRED, 12 AVAILABLE, 80CM<sup>2</sup> 4 FOLDING TABLES OF THE SAME SIZE ARE ALSO AVAILABLE)</b>	
<b>CHAIRS (QUANTITY REQUIRED, 50 AVAILABLE)</b>	
<b>PROJECTOR/SCREEN</b>	
<b>KITCHEN ACCESS</b>	
<b>OTHER (PLEASE SPECIFY)</b>	

<b>4.</b>	<b>TERMS AND CONDITIONS</b>
<b>A</b>	ALL BOOKINGS ARE SUBJECT TO AVAILABILITY AND APPROVAL
<b>B</b>	THE HIRER IS RESPONSIBLE FOR ANY DAMAGE OR LOSS INCURRED DURING THE BOOKING
<b>C</b>	THE ROOM AND/OR KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER USE
<b>D</b>	A RESPONSIBLE PERSON MUST FAMILIARISE THEMSELVES WITH THE MILLENNIUM ROOMS FIRE SAFETY POLICY AND PROCEDURE.

I HAVE READ AND AGREE TO THE TERMS AND CONDITION

SIGNATURE:..... DATE:.....