

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:

1.	APPLICANT DETAILS
FULL NAME	
ORGANISATION (IF APPLICABLE)	
PHONE NUMBER	
EMAIL	

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

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

4.	TERMS AND CONDITIONS
A	ALL BOOKINGS ARE SUBJECT TO AVAILABILITY AND APPROVAL
B	THE HIRER IS RESPONSIBLE FOR ANY DAMAGE OR LOSS INCURRED DURING THE BOOKING
C	THE ROOM AND/OR KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER USE
D	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:.....