

## BOOKING REQUEST FORM

Please note

Booking Request Forms should be received at least 2 weeks prior to the required period of loan.  
All bookings are subject to availability.

### CONTACT DETAILS

FULL NAME:	
FULL ADDRESS:	
Postcode:	
Contact Telephone Number: Day:	Evening:
Organisation (if applicable)	E-mail:

### EQUIPMENT REQUIRED:

Name of equipment	Description	Date from	Date to
		Monday	Monday
		Monday	Monday
		Monday	Monday
		Monday	Monday

Equipment can be loaned for up to a maximum of 6 weeks.

All equipment must be arranged for delivery and collection by OCRA or you can collect from and return to OCRA, Okehampton College, Mill Road, Okehampton, Devon EX20 1PW on Mondays between 10.00am and 12 noon.

Purpose of Loan:

Does your organisation have a valid public liability insurance certificate for a minimum of £5 million? Please tick as appropriate if applicable      YES       NO

I accept the Conditions of Loan outlined overleaf on behalf of:

..... (Name of Organisation)

Signed: .....

Date .....