



ROOM LET BOOKING FORM 2026/27

Starpic Project Community Facilities

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Our vision at STARPIC is to provide a nurturing environment that supports children, young people, families, and community members to grow in confidence, develop transferable life skills, and improve mental wellbeing.

1. Applicant Details

Organisation or
Individual Name: _____ Contact Name: _____
Address: _____
Phone: _____ Email: _____

2. Booking Details

Type of Let:

- Regular One-off/Occasional

Event Type:

- Youth / Community Group Private Event (e.g. party)
 Memorial / Funeral Gathering Other _____

Room(s) Requested: _____

Booking Date(s): _____

Booking Time(s): _____ to: _____

If the booking varies, please give details:



3. Equipment / Access Requirements

- Chairs Tables Projector / Monitor
- Extension Cables Flip Chart Kitchen Access
- Other _____

4. Safety & Compliance

- Public Liability Insurance Provided: Yes No
- Working with children/young people/protected adults: Yes No
- If yes, do all relevant personnel hold valid PVG checks? Yes No
- Fire Evacuation Plan read? Yes No
- Evacuation responsibilities understood? Yes No
- PEEP required (assistance in an emergency) ? Yes No

Details: _____

5. Privacy Statement

Your information will be used only for managing your booking and meeting our health and safety/legal obligations. It will be stored securely and not shared except where required by law.

6. Declaration

I confirm that the information provided is accurate and that I agree to follow the Starpic Project Terms and Conditions of Hire.

Name: (print) _____

Date: _____

Signature: _____