



3. Equipment / Access Requirements

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

Additional equipment* request details: (e.g. Music/Hot Water/Tea/Coffee)

* Additional charges might be required to cover costs.

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: _____