



Cape  
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## Booking form

In order to use our facilities, you will need to provide us with some basic information on this short booking form. Please also provide a copy of your professional indemnity and public liability insurance and confirm that you have other appropriate licenses for your activity (if relevant).

By providing details to us, you agree that we may hold your personal data on our secure web-based records in accordance with GDPR and Privacy policies.

Once you have completed a booking form, you will receive an activation link for Skedda, our room booking system where you can self-manage your bookings. You will be invoiced monthly, in arrears for your use. **RETURN YOUR BOOKING FORM TO: Milan.patel@capeproject.org.uk**

1. Your name:

2. Your organisation (if appropriate):

3. Your registered address:

4. Your email address:

5. Your phone number:

6. What activity will you use the room for:

7. What is the nature of your booking: One off event

☐

Ongoing booking

☐

8. How many hours per week are you likely to need:

9. Please confirm that you have the following (tick those that are relevant)

Professional indemnity

Public Liability Insurance

Professional registration

Qualification certificate

DBS certificate

Tutor Sign-off

Cape is a registered charity and company limited by guarantee.  
Charity number: 1064778 Company number: 03386839

*Our vision is a world where individuals experience complex and enduring ill health are resilient and able to live fulfilled lives.*

