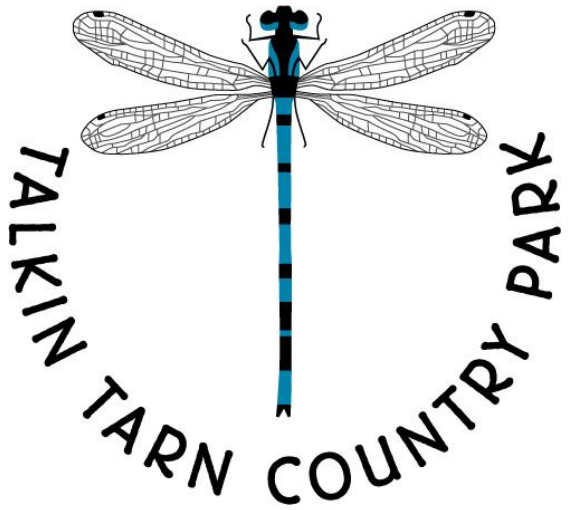


Log Cabin Booking Form

Group Name:

Name of Contact:

Address of Contact:

Email address:

Tel:

Date/s of booking:

Do you require food from Tearoom? YES/NO

How many people in the group?

Time of Arrival:

Time of Departure:

What will you be using the room for?

Any special requirements?

Invoice address if applicable

Prices

£39/half day
£74/full day
£39 evening session or hourly rates available for evening sessions only £9 /hr min of 2 hours
£74 Overnight use from 6pm until 9am

For a block booking of 2 or more sessions a discount of 10% will be made on the cost of the Education Cabin Hire.

Payments and insurance

If you require an invoice, please provide address to be invoiced to:

Is this booking a commercial hire? Yes/No

If **yes** then a minimum of £5 million Public liability insurance is required, also if a third party is attendance as part of this booking, their public liability to £5 million is also required.

Is this booking for a private hire? Yes/No

Do you have any insurance in place for your hire, if no please ring to discuss. Also if a third party will be in attendance, please note a minimum of £5 million public liability insurance will be needed.

Please return this form and a copy of your insurance certificates to:
talkintarn@carlisle.gov.uk

Please keep a copy of this form for your information.

Opening and Closing of the Cabin

The person/group booking the cabin are responsible for opening and closing the cabin. The key safe is located to the left of the entrance door and on confirmation of your booking you will be issued with the code. Please ensure when you have finished in the cabin you leave it as found and it is securely locked.

Catering

Catering can be provide by the Tearoom (see separate menu)

Groups are welcome to self cater using the water boiler and kitchen area provided in the cabin.(however no outside caterers may be brought onto site as this service is provided by the tearoom)

There is a sink, hot water boiler.

It also houses 2 disabled access toilets

Tables & Seating

In the main room there are chairs to seat 36 people, 24 soft chairs and 12 hard classroom chairs. The tables are on wheels and can easily be moved into different formations.

Please do not take the soft chairs or white tables outside. The brown hard chairs and trestle tables may be used outside.

Equipment

There is a large white board, projector screen and flipchart easel (bring own flip chart pads) There is also a hearing loop system installed.

A projector is available to borrow on request for PowerPoint presentations; you will need to bring your own laptop. Please let us know in advance if you wish to use the projector

Fire Procedure Log Cabin

Please make sure your group members, participants are aware of the fire procedure.

If there is a fire please sound the alarm by shouting Fire! If able to safely please press the red fire alarm button by the front door to set off the alarms.

Leave by the nearest exit, i.e. the front door or windows can be opened fully to climb out of if needs be.

Ensure everyone is out of the building and carry out any necessary head count. Don't forget to check the toilets.

An assembly point is provided at the rear of the tearooms in front of the rowing club shed. (Green sign)

Call the fire brigade 999 if necessary.

If safe to do so after everyone is evacuated from the building. Ensure all fire doors are closed (door between lobby and main hall and cupboards) and fight fire with fire extinguisher. Two are provided. One in the main hall and one by the toilets in the lobby. Instructions are on each extinguisher and on the wall next to them.

Do not at any time put yourself at risk. If in doubt get out and call 999 During daytime normal working hours, the nearest phones are in the site office or tearoom. If not, a mobile phone will need to be used. The site address is as follows; Talkin Tarn Country Park, Tarn Road, Brampton, Cumbria, CA8 1HN. Tel: 016977 3129

If staff are on site, please inform them as soon as possible of any incident.