

Lettings Document

APPLICATION TO HIRE SCHOOL FACILITIES

Hirers must complete this form and return it to the Facilities Administrator. Please do not make any firm arrangements until this confirmation has been received.

Organisation (if applicable)	
Name	
Address	
Postcode:	
Telephone number Email Address	
Date/s of hire	
Times from/to of hire (The time required MUST include preparation time and time required for clearing up afterwards. Hirers are advised to consider carefully the length of time for which facilities will be required.)	
Areas of the school that you wish to hire	
What services do you require? e.g. power supply, heating, water supply etc.	
For what purpose is the hire	
No. of adults expected on site	
No. of children expected on site	
Any other information, e.g. tables, chairs, etc (please provide additional information on separate sheets if necessary)	

DECLARATION BY HIRER:

I acknowledge that I have carefully read and understand all the attached conditions governing lettings of the school premises and I agree to abide by them and to pay any sum due on receipt of a formal demand.

I agree to pay for the reinstatement following any damage to property caused as a result of this Letting.

For the Hirer:
Signature:
Printed Name:
Position:
Date:
For the School:
Signature:
Printed Name: Lindsay Hawley
Job Title: Facilities Administrator
Date:
The charge for this letting will be: