

APPLICATION FORM FOR THE USE OF SCHOOL PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
DISCOUNT (WHERE APPLICABLE)					
ADMINISTRATION CHARGE					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
TOTAL COST					
Name of Organisation					
Nature and object of meeting/Event?					
Will any copyright material be used?					
Estimated number of people to be present					
Estimated number of children under 8 years to be present					
Will all persons be members of the Organisation?					
Will charges be made, if so how much and what for?					
To what purpose will any proceeds be donated?					
DBS Details for hirer's staff onsite?					
Any other equipment required?					

Hirer Name:

Hirer Signature

Date:

FOR OFFICE USE ONLY:	£
Cancellation costs	
Additional administration (amendments)	
PERMIT NO.	INVOICE SENT
	PAYMENT RECEIVED