Name……………………………………………………………………………………………………………………………………………………………

Address…………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………….. Postcode……………………………………………………………

Email (required for invoicing)..……………………………………………………………………………………………………………………..

Contact telephone numbers Mobile…………………………………..………………………………………………………………………

 Day time…………………………………..……………………………………………………………………

ID supplied (photocopy attached)……………………………………..……….………………………………………………………………..

Organisation:………………………………………………………………………………………………………………………………………………..

Address……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….. Postcode……………………………………….

Telephone number……………………………………………………………………………………………………………………………………….

Date from………………………….…………………………… Date to…………………………………………………………….

Frequency of let: weekly / monthly all year / term time only

Days required: M T W T F S S

Session start time………………………………………………. Session end time……………………………………………………

Purpose of use……………………………………………………………………………………………………………………………………………..

No of people expected to attend…………… (no more people may enter the hall than specified on this form)

Facilities required in addition to the hall (please circle)

Toilets Chairs - number required……………………………. Tables - number required.………………………………….

Will there be a bar? .........................................................................................................................................

Please give details of any equipment to be brought on to the premises/other requirements ……………………………………………………………………………………………………………………………………………………………………

Payment: Lettings will be authorised by the head teacher in the form of a letter with the payment details confirmed therein.

I confirm that I have read the attached Lettings Policy. I agree to adhere to the terms and conditions set out in the policy and confirm that I have received a copy.

Signed………………………………………………………………………………….. Date……………………………………………

For School use.

Application agreed (check age/organisation) Yes / No

Headteacher……………………………………………………………………….. Date…………………………………………….