

APPLICATION FOR USE OF PREMISES

Name of Organisation

Rooms/Facilities required

- Specify Hall, Sports Hall, Gym, number of Classrooms, Pitches, Fields, Changing Rooms etc required
- If any specialist equipment/fittings are required you should contact the school. There may be an additional charge and you should advise the school of the name of a suitably qualified person who will be responsible.

Date of use if single booking Date use to commence if regular booking

If regular booking, frequency and duration of use

Day of week accommodation required

Times during which premises required: From am/pm Toam/pm

(Definite times must be stated. If premises are not vacated at the stated time additional charges will be made)

Purpose of Use/Type of Activity

If canteen/kitchen required, state purpose as restrictions may occur

Estimated number of people Age range of people

who will use the premises who will attend

Is this a fund-raising activity? YES/NO If YES for what purpose will the money be devoted?

I agree to accept the conditions, which I have read, on the enclosed regulations for the hire of Education Premises.

I agree to pay the charge (where applicable) **IN ADVANCE** of the booking to **SCHOOL**

Name Signed

(Please print)

Address Date

..... Office/Position

..... Postcode

Telephone: Home Business

FOR SCHOOL OFFICE USE ONLY

Site Custodian notified

Entered on Computer

Conformation sent