



CHAPEL END Junior Academy

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BOOKING FORM - HIRE OF PREMISES

APPLICANT DETAILS

NAME.....

ADDRESS.....

.....POSTCODE.....

TELEPHONE..... EMAIL ADDRESS.....

NAME OF GROUP/ORGANISATION.....

REASON FOR HIRE.....

.....

CONTACT NAME AND TEL NO (if different from above).....

.....

TOTAL NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT.....

DAY AND DATE(S) OF HIRING.....

TIMES OF HIRING: FROM..... TO.....

(No later than 10.30 pm)

FACILITIES REQUIRED *(please delete as appropriate)*

Whole School (Excl Woolcott) The Woolcott The Woolcott & Playground The Hall

I HEREBY MAKE APPLICATION TO HIRE THE SCHOOL PREMISES AS INDICATED ABOVE AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE SCHOOL LETTINGS POLICY. I CONFIRM THAT THE AMOUNT DUE WILL BE PAID UPON RECEIPT OF THE SCHOOL'S INVOICE AND BEFORE THE DATE OF HIRE & I WILL PROVIDE THE SCHOOL WITH COPIES OF RELEVANT INSURANCES and/or DOCUMENTATION AS REQUESTED FOR MY BOOKING

I ENCLOSE MY CHEQUE FOR DEPOSIT AND UNDERSTAND THAT IT WILL BE RETURNED TO ME AFTER THE LETTING, IF THERE HAS BEEN NO DAMAGE TO THE SCHOOL PROPERTY.

SIGNATURE OF APPLICANT..... DATE.....