CUMMERSDALE SCHOOL

LETTINGS BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

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 Arrangements are adhered to at all times.

ACCOMMODATION REQUIRED *(i.e. hall, field, kitchen etc.)*	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST (£)
	FROM	TO				
TOTAL COST						£

Name of Hirer:	
Address:	
Contact Tel No.	
Name of Organisation:	
Purpose of Hire: ***(if fundraising, state where proceeds will be applied)***	
Estimated No. of People present?	
Any other equipment required ?	

DECLARATION

I apply for use of the above accommodation and facilities and if my application is approved I will pay all letting charges in accordance with the school schedule of charges and agree to comply with the conditions. I have attained the age of 18 years.

Signed:		**Date:**	/ /

Public Liability Insurance Policy No.	
Expiry Date:	/ /
Level of Cover:	£

FOR OFFICE USE ONLY

Cancellation Costs:	£	**Admin Costs (if any):**	£		
Booking Confirmed (Date):	/ /	**Invoice Sent (Date):**	/ /	**Payment Received (Date):**	/ /