



SOUTHCHURCH HIGH SCHOOL
BOOKING FORM FOR SCHOOL LETTINGS

Name of Hirer: (person, body, association, limited company)	
Address of Hirer:	
Contact telephone numbers:	
Email address:	
<i>Please provide details of contact person for the hire if different from above</i>	
Name, telephone number, email address	

Purpose of Hire:					
Attendees:	Adults:		Children:		
SINGLE BOOKING	Date:		Start Time		End Time
BLOCK BOOKINGS	Frequency/Days:				
	Start Date		Session Start Time		
	End Date		Session End Time		

Facility Required:	
Equipment Required	
Other Arrangements	
<i>The school does not provide warranty that the premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and that the facilities are fit for purpose</i>	

Note: The school does not permit the serving or consumption of alcoholic beverages or any form of gambling on the school site without the express permission of the Local Governing Board. Separate application should be made in writing should the hirer wish to seek permission. Relevant licences will need to be produced if required. The Interim Executive Board reserves the right to refuse permission without provision of a reason.

I have read and accept the terms and conditions and confirm that I am over 18 years of age	
Signed (Hirer):	Date:
Name in blocks:	<i>You will be sent confirmation of whether this application has been accepted or rejected by post or email.</i>
Please return completed forms to: Finance Office (Lettings) Southchurch High School Southchurch Boulevard Southend on Sea SS2 4XA	Email: lettings@southchurchschool.com
<i>No letting shall be regarded as booked until any deposit requested is received in full and all requested paperwork, including proof of insurance arrangements, has been submitted and a signed approval letter has been issued by the school</i>	

School use only:	
Application is	ACCEPTED/REJECTED
Signed:	Date:
Name:	Position:
Cost of letting: £ Deposit Requested: Yes/No £	Insurance Certificate Evidenced: Yes/No Child protection policy received: Yes/No
Letter of confirmation/rejection issued on date	