



**SOUTHCHURCH HIGH SCHOOL
BOOKING FORM FOR SCHOOL LETTINGS**

Name of Hirer: (person, body, association, limited company)	
Address of Hirer: <i>(This must not be a business address)</i>	
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:	<p>For 'one off' hires a non-refundable deposit of 50% will be payable no later than 14 days before the event. For regular hires a non-refundable deposit of 10% will be payable no later than 14 days before the first hire</p>				
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:	<p>Note: For sports hall hire, light coloured soled indoor sports shoes are only allowed. You may be invoiced for cleaning if outdoor shoes are worn or excessive marking of the floor occurs.</p>				
Equipment Required					
Other Arrangements					
<p><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></p>					

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
Letter of confirmation/rejection issued on date	