



SAUNCEY WOOD PRIMARY SCHOOL



Head Teacher: Mr J Brewis

Lettings Enquiry and Booking Form

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|--|--------------------------|------------------------------|
| Name: | | |
| Address: | | |
| Contact Telephone Number: | | |
| Date of Booking: | | |
| Type of Booking: | | |
| Children's Party/Adult Party/Fitness Class/Other (please specify)..... | | |
| For Information please advise of any entertainment is being provided, for example disco, musician etc. | | |
| If any food is being provide, please note that Sauncey Wood School is a completely nut free premises. | | |
| Are you intending to serve alcohol? | Yes/No | |
| Will you be applying for any licence(s), for example Music and Entertainment, Gambling | Yes/No | |
| If yes, please give details | | |
| Time of booking , including set up and clear up time: | | |
| Start: | End: | Total number of hours: |
| Facilities required: | | |
| School Hall | <input type="checkbox"/> | |
| Dining Hall | <input type="checkbox"/> | |
| Playground/Field (weather permitting) | <input type="checkbox"/> | |
| Unfortunately the kitchen is not available for hire as it is the property of Herts Catering Ltd. However, a sink and kettle are available for use in the Music Room (junior corridor) | | |
| Cost: | | |
| School Hall and/or Dining Hall: £20 for first hour; £15 for additional Hours | | |
| Playing Field: £20 per hour; £15 for additional Hours | | |
| Total cost based on date and times stated above: £..... | | |
| Deposit (refundable subject to school Lettings Agreement terms) : | | |
| Ongoing lettings: | One full month's hire | |
| Individual Lettings: | £50 | |
| Hire charges must be fully paid in advance of each session of hire, by bank transfer or cash. | | |
| I have read, and will ensure observance by persons using the premises of, the school Lettings Agreement. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure the premises are left in good order. I agree to pay the charge agreed at the time of hire and shown on this form. I am over 18 years of age. | | |
| Signed: | | Dated: |