

de Stafford School
APPLICATION FOR THE USE OF SCHOOL PREMISES

This application must be submitted to the School 21 days in advance in the case of an occasional letting, one term in advance in the case of a regular letting.

I apply on behalf of

to use accommodation as detailed below in de Stafford School:

on/every..... from.....am/pm toam/pm

on/every..... from.....am/pm toam/pm

for the purpose of.....

Name of Applicant:.....

Address of Applicant:..... Post Code:.....

Tel No's:.....(H).....(W).....(M)

NOTE: if the applicant will not be personally present during the usage, give details below of who will be responsible:

Name:..... Tel No's.....

Address:.....

Accommodation required & No. required
 (where appropriate)

- | | |
|------------------------------|--|
| Gymnasium.....{ } | Facilities for boiling water.....{ } |
| Showers..... { } | Kitchen.....{ } |
| Changing facilities..... { } | If kitchen is required: |
| Toilets: Male..... { } | for what purpose..... |
| Toilets: Female..... { } | Exact period required..... |
| Large Hall..... { } | NB: A kitchen and its equipment can only be used in the presence of a member of the kitchen staff |
| Small Hall..... { } | Will alcohol be brought onto the premises? Yes / No |
| Classrooms.....{ } | Will alcohol be sold on the premises? Yes / No |
| Piano (if available).....{ } | (If alcohol is to be sold on the premises a copy of the licence must be submitted to the College prior to the event) |
| Playing pitches..... { } | |
| (football, cricket, hockey) | |
| Playground.....{ } | |
| (specify use) | |
| Tennis Courts.....{ } | |
| Other courts.....{ } | |
| (specify) | |

THIS SECTION MUST BE COMPLETED

Please tick if attendance will be –

- (a) Limited only to members (b) Limited to members, parents, friends
- (c) Open to the general public (d) On payment of charge (e) By programme, to be paid for

Number of people involved.....

Please attach a copy of your Public Liability Insurance Certificate – your booking cannot be processed without this

I accept the terms and conditions of usage set out overleaf and enclose a deposit of £.....

Signature of Applicant:.....

Date:.....