

# Stowmarket High School Booking Request



## Details of Applicant:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registered Charity (please circle) Yes/No If yes charity number: \_\_\_\_\_

What is the nature of the organisation: \_\_\_\_\_

\_\_\_\_\_

## Facility Required:

Dining Hall  Hall

Tennis Court  Dance Studio

Football Pitch

School Canteen Area

Classrooms (how many)

Details of other areas required: \_\_\_\_\_

## Booking Requirements

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Start Date		End Date	
Start Time		End Time	

**Please include preparation and clean up time**

## Frequency

Once only      Weekly      Fortnightly      Monthly

**Payment Details**

Name and address for invoicing purposes (if different from applicant details above):

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**Booking Details**

Type of Event/Reason for use: \_\_\_\_\_

Is the hire for the purpose of fundraising, if so where will the proceeds be donated:

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Will Alcohol be sold or consumed Yes/No

Will Music be played? Yes/No – If Yes Live: Yes/No Recorded: Yes/No

Do you have Public Liability Insurance Yes/No

***Please note Risk Assessment is the responsibility of the hirer***

**Safeguarding**

Does your activity involve children, young people or vulnerable adults? YES/NO *please delete as appropriate*

If yes, please state the number of supervising adults: \_\_\_\_\_

Please provide the school a copy of your club/organisation's Safeguarding Policy.

**Cancellation**

I am over 18 years old and have read, understood and agree to adhere to the Terms and Conditions of the lettings policy and accept that if they are not followed, then I may have my booking terminated.

Hirer Signed: \_\_\_\_\_ Date: \_\_\_\_\_

School Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Dates during the school year when facilities may be unavailable due to school use or closure will be issued at the beginning of September. These dates may be subject to change but as much notice as possible will be given if the facilities become unavailable due to unforeseen circumstances.***

**Declaration:**

I, the hirer, have received and undertake to comply with the Stowmarket High School Terms and Conditions of Hire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Approved by Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_