



GROWING TOGETHER • POSITIVE ATTITUDE • SUCCESS IN ALL WE DO

Lettings Form

Name of Contact Contact No

Today's Date Mobile No

Address

Name of Organisation/Individual
.....

Type of Function.....

Date of Event **Start Time** **Finish Time**

Estimated Number of persons to be on the premises: Adults: Children:

The Start and Finish Time you have stated will be the time you arrive/depart. You may not start or continue your function outside these times.

Accommodation Required (please indicate by using a ✓ or numbers)

Main School Hall:

Small Hall:

School Classroom:

Number of Chairs:

Number of Tables:

SMOKING IS NOT ALLOWED ON SCHOOL PREMISES

ALCOHOL cannot be consumed on school premises without prior permission by the Headteacher/ Governing Body. (AN EXTRA CHARGE MAY BE APPLIED IF ALCOHOL IS TO BE CONSUMED).

I will **not** sell alcohol on the school premises.

I will **not** allow under-age drinking by children under 18 years during the hire, on the School premises.

Please see overleaf

In the event of any verbal or physical abuse to any member of Gunthorpe Primary School staff by any persons attending my function, I understand that the School reserves the right to cease the letting and take legal proceedings.

I hereby acknowledge that I have read and understand the 'Lettings Regulations' which I have retained, which solely govern provision of all services supplied by the Authority and I agree to be bound by such conditions.

Gunthorpe Primary School reserves the right to cease the letting immediately if the hirer breaches the 'Lettings Regulations'

Please sign either a or b below:

a) FOR BOOKINGS OF 'ONE-OFF EVENTS'

I wish to book Gunthorpe Primary School premises as above and enclose a £100 refundable deposit. I understand that my deposit in full or part thereof will be retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time.

Cheque enclosed has been made payable to 'Gunthorpe Primary School'

Signed : Name (please print clearly):.....

Date:

b) FOR BLOCK BOOKINGS (MORE THAN ONE WEEKLY SESSION BOOKED AT SAME TIME)

I wish to book Gunthorpe Primary School premises as above. I understand that I will be invoiced for the full amount of hire cost in arrears in either termly or monthly blocks and that the School reserves the right to withdraw from the letting agreement if payment is not received.

I understand the hire cost per session will be £XX.XX and is subject to change following at least one terms notice.

Signed: Name (please print clearly):

Date:

(Please return this completed form and a copy of your public liability Insurance Cover to the School)