



## Stoke Damerel Community College Application for hire of Premises and Grounds

N.B. This completed form must be signed and returned to the officer in charge of the establishment normally two weeks before the hiring date on the form. Please use a ball point pen and firm pressure.

All rooms/grounds should be vacated by \_\_\_\_\_ hours. Beyond this time additional costs may be incurred by the Hirer.  
**Please complete all sections below:**

Name of Organisation: \_\_\_\_\_

Name and Address of Hirer: \_\_\_\_\_

1<sup>st</sup> Contact: \_\_\_\_\_

Post Code: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_

Post Code: \_\_\_\_\_ Phone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**It is agreed that the hirer will comply with the conditions of letting attached.**

N.B. All correspondence will be sent to 1<sup>st</sup> contact in 1<sup>st</sup> instance

Signature of Hirer: \_\_\_\_\_ Position held in Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

### Facilities required:

Room/Area/Grounds	Date(s)	Days	Time		Clean reqd?	Security required?
			from	to		

Special arrangement, if required – N.B. You may be charged for this additional service.

### Office use only

This letting approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(on behalf of the governing body)

### Charges for facilities:

Item	Charge	Details of charges
<b>Room/Area</b>		
<b>Equipment</b>		
<b>Cleaning</b>		
<b>Sub Total</b>		
<b>VAT</b>		
<b>Total Payable</b>		