



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs L Hilliard

Lettings Application Form

Name of Organisation:

Name and Address of Hirer:

.....

Phone no: daytime:mobile:

E-mail address:

Facilities required: Please circle those required and complete as requested*

* Lower School Hall *Upper School Hall *Toilets

*Refreshment facilities (LS only) for how many?..... *Classroom (US Sports Use only)

*Playing Field LS or US *MUGA (US only)

Purpose of use:

Day(s):

Dates:

.....

.....

Time(s) of use: from.....to.....

(Please include setting up and tidying up time)

Equipment/apparatus etc. required:

Other requirements/information:

I agree to the terms and conditions of hiring as submitted to me and understand that if I breach any conditions I may be liable to part or total withholding of my deposit. I will pay the sum due on receipt of your invoice prior to the booking.

Date

Signature:

PLEASE NOTE: Confirmation of this booking will not be made until we can ensure that an authorised person is available to unlock and lock the building.

Please return completed form to: Brinkworth Earl Danby's Primary School, Dauntsey Green, Dauntsey, Chippenham, Wiltshire. SN15 4HU.

Office Use:

Application submitted to The Head/ Governors for approval- Date:

Application accepted? (Yes/No) Date: