



# SAUNCEY WOOD PRIMARY SCHOOL



**Head Teacher: Mr S Lloyd**

## Lettings Enquiry and Booking Form

<b>Name:</b>		
<b>Address:</b>		
<b>Contact Telephone Number:</b>		
<b>Date of Booking:</b>		
<b>Type of Booking:</b>		
Children's Party/Adult Party/Fitness Class/Other (please specify).....		
For Information please advise of any entertainment is being provided, for example disco, musician etc. .....		
If any food is being provide, please note that Sauncey Wood School is a completely nut free premises.		
Are you intending to serve alcohol?	Yes/No	
Will you be applying for any licence(s), for example Music and Entertainment, Gambling	Yes/No	
If yes, please give details .....		
<b>Time of booking</b> , including set up and clear up time:		
Start: .....	End: .....	Total number of hours: .....
<b>Facilities required:</b>		
School Hall	<input type="checkbox"/>	
Dining Hall	<input type="checkbox"/>	
Playground/Field (weather permitting)	<input type="checkbox"/>	
Unfortunately the kitchen is not available for hire as it is the property of Herts Catering Ltd. However, a sink and kettle are available for use in the Music Room (junior corridor)		
<b>Cost:</b>		
School Hall and/or Dining Hall: £20 for first hour; £15 for additional Hours		
Playing Field: £20 per hour; £15 for additional Hours		
Total cost based on date and times stated above: £.....		
<b>Deposit</b> (refundable subject to school Lettings Agreement terms) :		
Ongoing lettings:	One full months hire	
Individual Lettings:	£50	
Hire charges must be fully paid in advance of each session of hire, by bank transfer or cash.		
I have read, and will ensure observance by persons using the premises of, the school Lettings Agreement. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure the premises are left in good order. I agree to pay the charge agreed at the time of hire and shown on this form. I am over 18 years of age.		
Signed: .....		Dated: .....