

Lettings Application Form

Thank you for your enquiry about hiring one of our spaces. All bookings will be subject to a Risk Assessment meeting before approval is granted.

To be completed by person responsible for the venue hire

Contact Name				
Address & Postcode				
Phone Number				
Email Address				
Company/Group				
Type of organisation	Community		Private	
	Charity		Other	

Details of Hire

Event Title	
Event Purpose	
Date(s) of Hire	
Start Time (including set-up)	
Finish Time (including clearing-up)	
Number of People Attending	
Preferred Room/Space	

Premises/Room Requirements	Enterprise Centre			
	Standing only		Computers	
	Chairs only			
	Community Suite / Conference Room			
	Standing only		Chairs only	
	Small Tables & Chairs		Large Table & Chairs	
	Theatre			
	Please note booking the theatre includes the use of the stage, seating and basic lights only. We do not have an in-house theatre technician and therefore do not offer the option of loaning the schools sound and lighting equipment.			
	Seating fully deployed		Seating half deployed	
	Standard stage		Extended stage	
	Stairs on right of stage		Stairs on left of stage	
	Bar			
	Bar Required		Alcoholic	
	Please note that the kitchen is not available to wash glasses: other arrangements need to be made			
	Requests to borrow School-owned equipment. (Piano, music stands, seating etc.)	<i>(May be subject to an additional charge)</i>		
Details of any furniture to be brought into the premises				
Details of any electrical equipment to be brought into premises (needs to be PAT tested)				
<i>This equipment must be in safe working order. Premises staff may look at the equipment brought into school. If there is any obvious safety risk, your equipment may not be accepted onto the premises.</i>				

Notes & Additional Information

There is an expectation that rooms are left in the same condition they were found in. If any additional cleaning is found to be needed this will be charged at £15.00 per hour.

It is a requirement that, as a potential hirer, you must make an appointment with the Lettings Administrator prior to your letting to enable the staff to familiarise you with Fire and Health and Safety procedures within the School.

If the person who will be present at the event and responsible for all visitors to the school is not the person completing this form, please provide details as to who will have overall responsibility for the event when on site:

Name:
Tel No:
Email:
Address:

If the responsible person is someone other than myself, I will ensure that he/she is made aware of the terms and conditions of letting and abides by these conditions.

I hereby make application for use of the premises as set out above and agree to the terms and conditions of letting and any notes attached thereto.

Signed _____ Date: _____

When completed, this form should be sent to the school not less than four weeks before the proposed date of use. Please mark the envelop/application for the attention of Mrs Cathy Stokes – Community Lettings

THE SCHOOL HAS A NO SMOKING POLICY COVERING ALL INTERNAL AND EXTERNAL AREAS – PLEASE ENFORCE THIS

ST JOHN'S MARLBOROUGH IS A NUT FREE ENVIRONMENT – PLEASE DO NOT BRING NUT PRODUCTS ONTO THE SITE

Internal Use

School Business Manager acknowledgement of potential letting and observations:

Signed _____ Date: _____

Comments/action taken: