

Appendix 3

Lettings Booking Form (To use Educational Premises and Playing Fields)

Please complete with a ball point pen and return to the Finance Manager at the school, a copy will be sent back for your reference in due course.

1. Date(s) required: _____
2. Reason to use premises (include name of organisation if applicable):

3. a) Which accommodation is required?
Performance Hall/Sports Hall/Dance Studio / Classroom(s)/Other (please specify)

b) Occasions required? Once/Several occasions/Regularly

c) Times required:
Preparation Time: From: _____ To: _____
Event Time: From: _____ To: _____
(Inc. cleaning away)
4. a) Maximum number of persons? _____
b) Will there be any advertising to the general public? _____
c) Will any charge be made for admission? _____
d) To what purpose will any proceeds from the above be put? _____
e) Will alcoholic beverages be provided? _____ (If yes, see condition 23)

I hereby apply to hire the premises as above.

If the school agrees that the premises be hired to me, this Application form and Conditions of Hire (attached) shall form the contract between myself and the school. I am not under the age of 18.

I have noted that the school has a **no smoking policy** for lettings.

Name: _____ Daytime telephone no: _____

Address: _____

Signed: _____ Date: _____

Please ensure you allow sufficient time for your hiring when booking as you will incur additional costs if you exceed the hire times.

Contact information

Address: Blackfen School for Girls, Blackfen Road, Sidcup, Kent, DA15 9NU

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