Application for hire of college facilities

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation/Group Name** | | |  | | | | |
| Applicant’s Name |  | | Treasurer’s Name | |  | | |
| Address |  | | Address | |  | | |
| Email |  | | Email | |  | | |
| Telephone |  | | Telephone | |  | | |
| **Purpose of Hire** |  | | | | | | |
| Estimated number of participants | | | | |  | | |
| Facility Required (tick) | | | | | | | |
| Whole / Half Sports Hall | | |  | Main hall | | |  |
| Performance studio | | |  | Studio 2 | | |  |
| Studio 3 | | |  | Whole /half Studio 5 | | |  |
| Choir room | | |  | Music rehearsal room | | |  |
| Classroom (room number ………) | | |  | Art studio | | |  |
| South pitch | | |  | West pitch | | |  |
| Front field | | |  | Tennis courts | | |  |
| One off booking | | Yes/No | Weekly booking | | | Yes/No | |
| Day of week | |  | Date required from | | |  | |
| Is booking for the full year Sep – Aug? | | Yes/No | Date Required until | | |  | |
| Time start | |  | Time Finish | | |  | |
| Please note set up and set down must be incorporated into your booking time | | | | | | | |
| Details for set up/special arrangements/equipment | |  | | | | | |
| Wi-Fi access | | Yes/No | Office use | | |  | |

*Discount available for groups with charitable status, please contact the lettings team for more information.*

**DECLARATION**

Before submitting please check that you have completed the necessary sections, since the application forms the basis of the contract for your booking.

I agree to the College processing data contained in this form. I agree to the processing of such data for any purposes connected with my booking or my health and safety or any other legitimate reason within the terms of the College’s registration under the 1988 Data Protection Act.

**Signature of Hirer** ………………………………………..………………………………… Date ………/………/…………………