

Application for hire of Richard Taunton Sixth Form College facilities

Organisation/Group Name			
Applicant's Name		Treasurer's Name	
Applicant's Address		Treasurer's Address	
Applicant's Email		Treasurer's Email	
Applicant's Telephone		Treasurer's Telephone	
Purpose of Hire			
Estimated number of participants			
Facility required (tick)			
Whole Sports Hall		Main hall	
Half Sports Hall		Whole Studio 5	
Studio 1 (Performance studio)		Half Studio 5	
Studio 2		Music rehearsal room	
Studio 3		Music practice rooms 1-5	
Room 105 (Choir room)		Art studio	
Classrooms		West pitch	
South pitch		Tennis courts	
Front field		Boxing gym	
External 5-a-side football court (tarmac surface)			
One off booking	Yes/No	Weekly booking	Yes/No
Day of week		Date required from	
Is booking for the full year Sep – Aug?		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 once the application has been submitted you will not be able to change it without further consultation and a new agreement with the lettings team.

Applications and enquiries to Lettings Team:

I agree to the College processing data contained in this form and any other data that the College may obtain from me. I agree to the processing of such data in line with the Lighthouse Learning Trust Privacy Notice for Hirers which can be viewed at [Policies & Documents - Richard Taunton Sixth Form College](#)

Signature of hirer **Date**/...../.....

Applications and enquiries to Lettings Team: