

1. Name of hirer:

2. Contact phone number(s):

3. Organisation (if appropriate):

4. Address:

5. e-mail:

6. Date(s) and time(s) of booking:

7. Activities - full description please:

8. Space(s) required. For hire rates see Terms and Conditions 3.1. Please tick:

- Greenwood Hall (app. 100 seated) incl. Kitchenette in adjacent Language Room
- Kitchen in Hood Manor Main Building
- Music Room in Hood Manor Main Building
- Class Room/s : which? _____
- Woodwork Area under canvas & indoor Workshop
- Marquee
- Any other room e.g. Portacabin _____

9. Expected number of people attending:

10. Deposit cheques. See Terms and Conditions 3.2. Please tick as appropriate:

- I enclose deposit cheque against rental fees and damages, £50
- I enclose deposit cheque against cleaning, £25 or agreed amount (see T&C)
- I enclose deposit cheque against cleaning the Kitchen, £25 if used
- No deposit cheque required

11. Rental and other fees. See Terms and Conditions 3.1 & 3.2 Please tick as appropriate:

- I enclose the full fee for the hire £ _____
- I pay the full fee before/after the event £ _____ (mark as appropriate before or after)
- I want the school cleaner to clean the hired space/s or/and Hall after the event and include a cheque for £ ____ (see Terms and Conditions)
- or the agreed amount £ _____ for _____ room/s arranged prior to hall hire
- Peripatetic music teachers (no fee being charged)

Dis-application of school rules request

Please contact us if you would like to request the dis-application of these school rules. We will write out a separate agreement that needs to be signed by both parties.

- NO Smoking**
- NO Dogs**
- NO Alcohol**
- NO Mobile Phones on school grounds**
- NO Food in the Hall or Classrooms**

I hereby acknowledge that I have carefully read the Room Hire Agreement Terms and Conditions and agree to them and that all my statements are true:

Signature of Hirer:

Date:

For office use:

Deposit/s received:	Cleaners:	Cleaners arranged: YES/NO
Cleaners paid for:	Insurance: YES/NO	Notes:
Arrangement for collection of key:		