

Stowmarket High School Lettings Agreement



Details of Applicant:

Name: _____

Organisation: _____

Address: _____

Postcode: _____ Telephone Number: _____

Email Address: _____

Registered Charity (please circle) Yes/No If yes charity number: _____

What is the nature of the organisation: _____

Facility Required:

Dining Hall ☐

Hall ☐

Tennis Court ☐

Dance Studio ☐

Football Pitch ☐

School Kitchen ☐

Classrooms (how many) ☐

Details of other areas required: _____

Booking Requirements

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Start Date		End Date	
Start Time		End Time	

Please include preparation and clean up time

Frequency

Once only

Weekly

Fortnightly

Monthly

☐☐☐☐

Booking Details

Type of Event/Reason for use: _____

Is the hire for the purpose of fundraising, if so where will the proceeds be donated:

Please Circle Yes or No

Will Children be present? Yes/No

Do you have a safeguarding policy Yes/No

Will Alcohol be sold or consumed Yes/No

Will a TEN be needed Yes/No

Will Music be played? Yes/No – If Yes Live: Yes/No Recorded: Yes/No

Do you have Public Liability Insurance Yes/No

Please note Risk Assessment is the responsibility of the hirer

Cancellation

I am over 18 years old and have read, understood and agree to adhere to the Terms and Conditions of the letting policy and accept that if they are not followed, then I may have my booking terminated.

Hirer Signed: _____ Date: _____

School Signed: _____ Date: _____

For Office Use Only

Has the letting been approved by the Headteacher? Yes/No

Has the diary been checked to ensure that the building/grounds are not already in use? Yes/No

Has approval and advice been given by the Site Manager? Yes/No

