Application for the Hire of Tapestry Learning Partnership Premises

Booking Information	
Name and Address of Organisation:	
Contact/Bookers Name:	
Contact/Bookers Number	
Contact/Bookers Email	
Invoice Contact Details (email and telephone) *if different from above*	
Activity/Event *(e.g. football/cricket etc.)*	

Letting Request

Access Times			**Sessions Required**		**Facilities Required** (Please tick)							**Hire Cost**	
Day requested	Start date/time	End date/time	Repeat weekly	No of sessions (without a break)	Sports Hall	Main Hall	Gym	Astro (not flood lit)	Astro (flood lit)	Dance Studio	Classroom	Unit Price	Total Price
			☐		☐	☐	☐	☐	☐	☐	☐		
			☐		☐	☐	☐	☐	☐	☐	☐		
			☐		☐	☐	☐	☐	☐	☐	☐		
			☐		☐	☐	☐	☐	☐	☐	☐		

I personally undertake:

1. To agree to abide by the terms and conditions.
2. To return this form no less than 14 days prior to the date of the requested Letting.
3. To pay in full or by agreed installments. Preferred payment method of BACS.

Additional Notes
Include any additional information *i.e. chairs required, cricket nets etc. (please note: not all request will be approved)*

By signing this application, you agree to abide by the Terms and Conditions of Hire and provide a copy of your Public Liability Insurance

Signature			
Signed		Date	

For Office Use Only			
Letting Approved	***Invoice No & Date Sent***	***Invoice Amount***	***Sports Exempt*** Y / N

Please return form to: **Lettings Coordinator,** Queen Elizabeth's Grammar School, The Green Road, Ashbourne, Derbyshire, DE6 1EP