



EXTERNAL LETTING

Redwing Drive
 Weston-super-Mare
 North Somerset BS22 8XX
 Tel: 01934 510777 Fax: 01934 520941
 email: admin@worle-school.org.uk
 www.worle-school.org.uk

FACILITIES REQUIRED	PURPOSE OF HIRE	SINGLE BOOKING		
ROOM:			FROM:	TO:
		DATE:		
NUMBER OF DELEGATES:		TIME:		
		BLOCK BOOKINGS		
		DATES:		
		TIME:		

PLEASE NOTE: HIRE OF THE SCHOOL IS NOT AVAILABLE DURING SCHOOL HOLIDAYS

WHAT CARETAKING ARRANGEMENTS DO YOU REQUIRE?

- How do you want the room set up?
- Will you need staging?
- How do you want your seating arranged?

Do you need: a sound technician? Yes/No

Do you need: OHP/Screen; TV/DVD; Laptop; Flipchart/Pens; Internet Access? [* delete as appropriate]

Do you need: a lighting technician? Yes/No

(Note: When hiring the Main Hall, use of the 'performance lights' and lighting control panel is not included)

WHAT CATERING REQUIREMENTS DO YOU NEED? E.G. beverages, food and what times?

ANY OTHER REQUIREMENTS:

Name of Applicant:

Contact Telephone Number:

Name of Organisation:

Email Address:

Full Postal Address:

County:

Post Code:

I PERSONALLY AGREE TO BE RESPONSIBLE FOR THE FEES CHARGED IN RESPECT OF THIS EXTERNAL LETTING.

Signature of Applicant:

Date:

Job Title:

A COPY OF PUBLIC LIABILITY INSURANCE COVER PROVIDING A MINIMUM INDEMNITY OF £5 MILLION MUST BE ATTACHED
 A REFUNDABLE DEPOSIT OF £200 IS REQUIRED, TO COVER SCHOOLS INSURANCE EXCESS, IN THE EVENT OF DAMAGE
 TO SCHOOL PROPERTY AS A CONSEQUENCE OF THE LETTING

OFFICE USE

I recommend that this application is approved/not approved

DISTRIBUTION:

Signed: Date:

Site Team AK/MA Restaurant

Cleaners Network Dept

Finance JDD HIRER

Date informed:

Total No Hours: ___ Room Hire: 1st Hour £ ___ Thereafter ___ x £___ per hour = ___ Total £

Refreshments: £1.50 pp/per serving [includes: coffee or tea and 1 biscuit per person/per serving]
 Total £

Insurance Check: £5M covers Worle Community School Valid To _____ FA: _____



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Registered office address: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

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