



Worle Community School

Head Teacher: Mr Peter Binding
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EXTERNAL LETTINGS NUMBER: _____

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? EG 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

OFFICE USE

I recommend that this application is approved/not approved

Signed: Date:

Tracey Jenkins - Business Manager

DISTRIBUTION:

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: _____