

Buxton Infant School Lettings Application Form

Date of booking			
Start time		End time	

Pricing structure:

£35 for the first hour, then £10 from then on, as follows:

1 hour £35.00	3 hours £55.00	5 hours £75.00
2 hours £45.00	4 hours £65.00	6 hours £85.00

Customer name:	
Customer address & postcode:	
Customer contact number:	
Customer signature:	

I grant permission for my contact details to be shared with the member of staff opening and closing for the letting:	yes/no
I understand that the person opening and closing for my letting will arrive at the agreeing opening and closing time and will not be able to extend these times	yes/no

Conditions of the letting:

I/we will:

Pay the whole balance of the let 2 weeks prior to the letting taking place

Abide by the terms and conditions of the letting

Lettings include use of the school hall, the stage, the toilet off the hall to the right of the stage

Hirers may subcontract a bouncy castle

Hirers must ensure no damage occurs to the hall floor, walls or displays

No other areas of the school are included in the let; hirers or their guests must not go elsewhere in the school

This form must be returned and the letting fee be paid before the let can go ahead

The hall and toilets must be left in the same condition in which they were found or an additional fee may be payable. This includes the cleanliness of the hall floor and removal of rubbish.

I have read and agree to comply with the hall let terms and conditions:

For office use only:

Name of the person opening/closing:

Time of opening/closing:

Member of staff mobile phone number:

Number shared with person letting the hall: yes

Name of the

Letting complete

Any issues resulting: