



Woodside Primary Academy



Booking Form – Hire of Premise

Applicants Details	
Name:	
Address:	
Telephone No.:	Email Address:
Name of Group/Organisation if applicable:	
Reason for Hire:	
Contact details if different from above	
Name:	Telephone No.:
Number of Person expected to attend the event	
Day and Date(s) of hiring	
Times of hiring (Mon – Sat No later than 10.00pm) (Sunday 9am – 5pm)	From:
	To:
Bouncy Castle A bouncy castle is available for hire at a cost of £50 plus £125 refundable deposit. Please indicate if required.	Yes / No Delete as applicable



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I hereby make application to hire the school premises and agree to comply with the Terms and Conditions of the School Lettings Policy. I confirm that the amount due will be paid upon receipt of the school's invoice and before the date of hire and I will provide the school with copies of relevant insurances and/or documentation as requested for my booking.

Please note:

The consumption of alcohol and smoking is not permitted on the school premises and grounds.

Each hirer will be charged a £75 deposit which is refundable subject to the school being left in a tidy/clean condition.

All hirers are subject to a £10 fine for every 10 minutes late leaving the premise and this will be taken from your deposit.

Signature of Applicant:

Date: