**Lettings Application for Barnhill Community High School**

Bellrock Property and Facilities Management aim to encourage community use of our facilities whether educational, sporting or social. These are available to the community by booking via our online booking system, Bookings Plus. Please visit: barnhillhire.schoolbookings.co.uk

Please send the completed application is to **Bellrock Property & Facilities Management c/o Barnhill Community High School, Yeading Lane, Hayes, UB4 9LE**

**HIRER DETAILS**

|  |  |
| --- | --- |
| **Name of Hirer:**  |  |

|  |  |
| --- | --- |
| **Name of Organisation:** *(if applicable)* |  |

|  |
| --- |
| **Address** |

|  |  |
| --- | --- |
| **Contact Name** *(if different from above)* |  |

|  |  |
| --- | --- |
| **Telephone number** |  |

|  |  |
| --- | --- |
| **Email Address:** |  |

**BOOKING DETAILS**

|  |  |
| --- | --- |
| **Date of Function/Event:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Time:**  |  | **End Time:** |  | **Duration:** |  |

*Note: times must include setting up, clearing times and changing, showering if applicable*

|  |  |  |
| --- | --- | --- |
| **Purpose/Nature of Function:** | Educational 🞎Sports/Fitness 🞎Conference/Seminar 🞎 | Special 🞎 Occasion/Celebration 🞎 Religious 🞎 |

Other: Please Specify

|  |
| --- |
|  |

**Approximate Number of People Expected**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of Adults |  |  | Number of Children |  |  | Total |  |

***Please complete details below if booking involves children. We will require sight of the certificate for all adults involved.***

|  |  |  |  |
| --- | --- | --- | --- |
| **DBS Certificate no.:**  |  | **Issue Date** |  |

|  |  |
| --- | --- |
| **Name on form** |  |

**Please give full details of requirements/arrangements below.**

|  |
| --- |
|  |

**Signature of Hirer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date: |  |

|  |  |
| --- | --- |
| Signed |  |

**OFFICE USE ONLY**

|  |  |
| --- | --- |
| Date Form Returned |  |
| Ref./Account No.: |  |
| Processed by: |  |
| Price Quoted: |  |
| T&C Issued/Signed |  |
| Fire Evac Procedures |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Payment Amount** | **Notes** |
| 01/01/16 | Deposit: £400*(If not applicable leave blank)* | Example |
|  |  |  |
|  |  |  |
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