



**Booking form for hire of School Facilities**

Name / organisation: \_\_\_\_\_

Contact details: \_\_\_\_\_

Room/area requested- Please circle:

- School Hall
- Woodland classroom

Please give details of proposed use:

\_\_\_\_\_

\_\_\_\_\_

Approx number of attendees: \_\_\_\_\_

<b>Days:</b>	<b>Dates:</b>	<b>Times:</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

For longer term bookings please indicate the day and time of your booking in the table above as well as highlighting the frequency of your booking from the choices below.

Occurrence: Daily/ Weekly/ Fortnightly/ Monthly/ Yearly/ one off.

**Please note that there is no parking on site. The train station offers parking for a small fee and the canal tea shop also has limited car parking for use.**

**Charges for hire are as follows:**

**School hall and woodland classroom**

£10/hr (family and friends)

£15 per hour (external)

Signed \_\_\_\_\_

Name printed \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your interest in hiring our facilities. We will be in touch shortly to confirm whether the date is available.

**Please be advised that this booking will only be confirmed once a Risk Assessment has been submitted and approved and payment has been made in full.**

**Please return this form to Laura Sparks in the school office or via email to [laura.sparks@alderbridge.org.uk](mailto:laura.sparks@alderbridge.org.uk). Note, I work on Tuesday, Wednesday and Thursdays only.**

**FOR ADMINISTRATION/FINANCIAL PURPOSES**

**Hall Hire - Woodland Classroom** (delete as appropriate)

Agreed by College \_\_\_\_\_ Date \_\_\_\_\_

Risk assessment \_\_\_\_\_ Date \_\_\_\_\_

Dates agreed by School office \_\_\_\_\_ Date \_\_\_\_\_

- Inform Staff and Tenants
- Risk assessment attached
- Payment received
- Woodland letter to sign
- Contracts given
- Gate codes and keys given and signed for.