

# High Beeches Primary School

## Lettings Enquiry and Booking Form



Name: .....

Address: .....

Phone Number: .....

Date of booking: .....

Type of booking: Children's party / Adult party / Fitness Class / Other (please specify)

.....

For our information please advise if any entertainment is being provided, for example disco, magician etc. ....

If any food is being provided, please note that High Beeches School is a completely nut free premises.

Are you intending to serve any alcohol? Yes / No

Will you be applying for any licence(s), for example Music & Entertainment, Gambling. Yes / No

If yes, please give details: .....

**Time of booking**, including set up and clear up time:

Start: ..... End: ..... Total number of hours: .....

**Facilities required:**

School Hall

Dining Hall (including water fountain)

Toilets

Playground/Field (weather permitting)

(Unfortunately the kitchen is not available for hire as it is the property of Herts Catering Ltd)

**Cost:**

Mon - Fri £15 per hour, Sat & Sun £20 per hour plus Caretaker's fee as advised by High Beeches School.

Total cost based on date and times stated above: £.....\* plus Caretaker's fee

\* subject to a minimum charge of £30. £25 of the amount paid will be regarded as a deposit which will be non refundable in the event of cancellation within 7 days of the booked event.

I have read, and will ensure observance by persons using the premises of, the school's Lettings agreement. I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure the premises are left in good order.

I agree to pay the charge agreed at the time of hire and shown on this form.

I am over 18 years of age.

Signed: .....

Date: .....

