

Britannia Terrace
Fence Houses
Houghton le Spring
Tyne & Wear
DH4 6HL



Mrs S Morrison
Head Teacher
Tel: 0191 5005958

Booking Form

Name:	Position:	
Organisation:		
Address:		
Telephone No:		
Mobile No:		
Date(s) of Hire:		
Time:		
Block Booking Start Date: Finish Date: Total number of weeks:		
Purpose of Hire:		
Name & Contact details (if different from above):		
Invoice: Yes / No (please delete where applicable) Account to be sent to:		
Internal Re-charge Cost Centre: Account Code:		
Office Use Only: Fee to be charged £ Diary Dates Entered Up (Signature): Date entered on SAP: Acknowledgement/Receipt No:		Date: Signature:
Monitoring Information Number of Participants: Number of Male: Age range of Participants: Number of participants with Disability:		Number of Spectators: Number of Female:

Area	Cost	Use	Please Indicate
3G Pitch No Lights	£27.00phr	Sporting Activity	
3G Pitch Lights	£30.00phr	Sporting Activity	
Large Hall	£23.00phr	Commercial Group	
	£18.00phr	Community Group	
Small Hall	£18.00phr	Commercial Group	
	£15.00phr	Community Group	
School Field	£15.00phr	Sporting Activity	
Music Room	£12.00phr	Commercial Group	
	£10.00phr	Community Group	
Hard Court	£12.00phr	Sporting Activity	
Refreshments: Tea/Coffee/Water/Biscuits £1.50 per head			Yes/No (please delete where applicable)
Amount Required:			
Any other requirements:			
(The school can also hire laptops, screens, projectors. We can cater for conferences of up to 50 people and private parties, please don not hesitate to contact the Office Manager for further details)			

Block bookings accompanied with payment in advance on a termly basis may also qualify for discount.

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges agreed and the conditions and regulations of hire. I undertake to ensure that charges are paid prior to the commencement of the booking and that the hire conditions and regulations are properly observed. I understand that the fee remains payable if the bookings is not honoured.

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of the (facility name), or any person authorised by me to use the (facility name), due to negligence, or on the part of such authorised person, during the period of hire.

Signed:

Date: