



Rushcliffe School is an exempt charity and company limited by guarantee registered in England with the name The Rushcliffe School Academy Trust. The company's registered number is 8128513 and registered office is: Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW

Application for Use of Facilities (Lettings Form)

- At least 10 days notice requested, please.

For completion by the hirer / booker

Please tick or describe accommodation and facilities required			
Day(s)	From	To	For Office Use
Date(s)	From	To	
Period (for regular booking)	From	To	
Time(s) (inclusive)	From	To	
Purpose			

Please tick or describe accommodation and facilities required					
Accommodation	Tick	For Office Use	Facilities	Tick	For Office Use
"A" Hall			Extensive Stage Lighting		
"B" Hall			PA system		
Eatz Dining Room			Data Projection		
Small Gym			Refreshments (describe)		
Small Sports Hall					
Special Subjects Room					
Classroom (number?)					
Meeting Room			Anything Else (describe)		
Soccer Pitch					
Other Playing Field					
Changing Room					
Other (please detail)					

Hirer Details			
Delete as appropriate:		Internal Rushcliffe School event / External Hirer	
Name of Hirer or Event Organiser (Print name)		Contact Details	
On Behalf of (Organisation name)		Address	
		Daytime telephone number	
Declaration: I agree to observe the Conditions of Hire. I agree to pay the assessed hire charges. Signed: _____ Date: _____		Mobile telephone number	
		Email Address	
		Address for invoice if different	

For completion by the School

Event / Hire Authorisation							
I confirm that:		Tick or N/A	Approval is given to the above application subject to the hiring conditions. The lettings charge will be assessed according to the number and type of rooms and facilities used and the duration of occupation. The charge may vary when a final calculation has been made and may be increased during the course of the hiring in accordance with clause 1(ii) of the Conditions of Hire. An invoice will be issued in due course. Cheques and remittances should be made payable to Rushcliffe School . BACS payment to sort code 309618 Account no. 42397668			Office Use	
Rooms/facilities are suitable for the event							
Site Team Staff are available lock/unlock							
Site Team Staff are available to attend							
Liaison has taken place with Leisure Centre							
Rooms/facilities are suitable for the event			Site Manager Signature			Date	
Site Team Attendance calculation: Hours x Multiplier							
Entered on Overtime Claim Form		Date	Sign	Invoice Number	Amount + VAT	Date	Sign