



# THE APPLETON SCHOOL

## LETTINGS FORM

APPLICATION TO HIRE SCHOOL PREMISES

THE APPLETON SCHOOL CROFT ROAD, BENFLEET ESSEX SS7 5RN TEL:01268 794215 FAX:01268 759981
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The form must be completed by the person responsible for the function and all payments in respect of the hiring  
*Please complete in BLOCK CAPITALS*

<b>Applicant's Name</b>
<b>Society or Organisation</b>
<b>Purpose of Hiring</b>

Day	Date	Month	Year	Accomodation	Time			
					From	To		
use attached calender for regular bookings								

**Facilities Required**

School piano	
Stage lighting	
PA system	
No. chairs(hall)	
Other	

**Will there be-**

Recorded music	
Live Music	
Dancing by Performers/Public	
Theatrical Performance	
Consumption of Alcohol	
A Cinematograph Exhibition	

Estimated no. people to attend per event	
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Is the function	or	Private	
		Public	

Do you have Public Liability insurance as required ( Conditions of Hire item 13) *please circle*  
YES/ NO

**NO BOOKINGS WILL BE ACCEPTED WITHOUT PUBLIC LIABILITY INSURANCE**

Have you read the schools Condition of Hire YES/ NO

Applicable to item 22 (Conditions of Hire)

Are you supplying the relevant instructors for your hire YES/ NO

Swimming pool lettings only

Have you read the schools Swimming Pool Safety Policy YES/ NO

***Disabled access is limited - Please contact us for further information.***

May we give out your details if asked YES / NO

Name & address invoice to be sent if different from below

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Telephone:

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**DECLARATION**

I on behalf of ..... hereby apply for the use of the accomodation and facilities stated and if my application is approved, I will ensure payment in advance of the charges due. I will also ensure that the conditions of hire/swimming pool procedures, which I have read, are complied with. I have attained the age of 18 years of age.

Signature of applicant -----

Date -----

Address -----  
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Contact number(s) -----

E-mail -----

A signed copy of this form will be returned within 14 days to confirm booking.

**Letting Approved** **YES / NO**

Signed -----

Date -----

**Office use only**

Site .....

Finance .....

Admin .....

<p><b>Provisional Cost of Hire</b></p> <p>Calculated on present rates of hire. These are subject to increase w.e.f. September each year. Charges at the time of hiring will be applicable.</p>
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