

St William's School Grovely Hire of Facilities application form

Name of Organisation		
Contact Person /Hirer		
Phone number		
Email		
Home Address		
Purpose of the Booking		
Dates and/or Days required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Times	Start :	Finish:
From		
To		
Facilities required(Please tick)		
Classroom/s	<input type="checkbox"/>	
SMM Centre	<input type="checkbox"/>	
Daley Centre (must contact the parish)	<input type="checkbox"/>	
Undercover area	<input type="checkbox"/>	
Oval	<input type="checkbox"/>	
Library	<input type="checkbox"/>	
Kitchen (please name the room)	<input type="checkbox"/>	
Other		
Insurance details Please include a copy of the certificate of currency with your application form.		
Working with Children Check (Blue Card details) Please include number expiry date and a copy of the card		
Special Conditions (eg; liquor licence)		
Name of the hirer		
Signature of the hirer		

PRINCIPAL APPROVAL

SIGNED _____ DATE _____