



Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.

Deputy Headteachers: Brian Burns B.A. (Hons), N.P.Q.H. — Craig Wicking B.Sc. (Hons), N.P.Q.H.

Application for school letting

Before completing this form applicants should read the conditions governing the letting of premises, set out overleaf.

I _____ hereby make application on behalf of

_____ to hire accommodation at Southborough High School.

Period (Dates) _____

From _____ am/pm to _____ am/pm for the purpose of

(Please give full details)

The use of the following accommodation and equipment is required (tick as needed)

Main hall	<input type="checkbox"/>	Playground	<input type="checkbox"/>	Piano	<input type="checkbox"/>
Chairs	<input type="checkbox"/>	Tables	<input type="checkbox"/>	Classroom(s)	<input type="checkbox"/>
Gymnasium	<input type="checkbox"/>	Outdoor football pitch	<input type="checkbox"/>	Catering facility	<input type="checkbox"/>

Is the function public or private? _____

Will intoxicants of any kind be brought onto the premises? _____

Will intoxicants be sold on the premises? _____

If the applicant will not personally be present during the period of the letting please state the name, address and telephone number of the person accepting responsibility for the function.

Applicant declaration

I undertake to accept the conditions governing the letting of the school premises, to pay the prescribed charges and to arrange for adequate supervision during the period of the letting.

I further undertake to make good any loss of property or damage to premises or property, and to indemnify the Governors and the Council, their officers and servants against all actions expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring. A guarantee or security against loss will be demanded if necessary in the opinion of the Council or the Governors of the School.

Signature of applicant _____ Date _____

Address _____

Tel Day _____ Evening _____

Email _____

This application must be submitted to the Site Manager, Southborough High School, Hook Road, Surbiton, Surrey, KT6 5AS no later than fourteen days before the date applied for.

For office use only

App _____ HL/HT _____ CT





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Conditions for Hiring the Hall/Dining Hall

- 1) The Letting who hires the hall/dining hall must put the tables and chairs out at the beginning of the lettings to how they want it set out.
- 2) The Letting who hires the hall/dining must put the tables and chairs away at the end of the letting **within the time it has been booked.**
- 3) The school only lets the stage from the curtains to the edge of the stage, as well the hall floor.
- 4) The letting must end on time or the **Whole deposit will be lost.**
- 5) The letting finishes when the last person leaves the school gates
- 6) The remaining cost of the letting **MUST** be paid in full at least a week before the event, we will **NOT** accept money on the day of the event.
- 7) The school takes no responsibility for items that have been lost or went missing during the letting.
- 8) Any breakages or damage to the school will result in the £200 deposit not being returned to whoever hired the function.
- 9) If in any circumstances that the letting gets out of hand the caretaker reserves the right to cancel the letting or in difficult circumstances call the police for aid.
- 10) The school is a **No smoking** school and we request any smoking to be outside the grounds of the school.
- 11) There can be no burning of incense sticks or other items as this will cause the fire alarms to activate and the fire brigade would follow causing problems for the school and the letting.
- 12) The letting must clear all rubbish it has generated throughout the event and clean any tables, floors, chairs.
- 13) The school has the right to cancel any letting in advance giving the hirer adequate notice and a full refund would be given.
- 14) If the hirer cancels any letting he/she will lose their £200 deposit for that day, and they must give at least one week's notice if the letting is cancelled.

Site Manager

Hirer

Sign _____

Sign _____

Date _____

Date _____

