



Headteacher: Niall Smith M.A. (Cantab), N.P.Q.H.
Deputy Headteacher: Brian Burns B.A. (Hons), N.P.Q.H.

Hire Request Form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find on our [Website](#) and in [Premises Hire Procedure](#)

If you have any questions, please contact school office via e-mail office@southborough.kingston.sch.uk

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Will intoxicants be consumed during your booking?	

By signing below, I agree to the terms and conditions set out in the school's [Premises Hire Procedure](#)

Name _____ Date _____

Signature _____

Please return this form via email to nbennett@southborough.kingston.sch.uk or office@southborough.kingston.sch.uk. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.



Combined Cadet Force