College Road Primary School

College Road, Keyham, Plymouth, Devon . PL2 1NS .
Telephone: (01752) 567660 Fax: (01752) 605236
Headteacher: Mrs C Francis-McLeod
email: college.rd.primary.school@plymouth.gov.uk
www.collegeroadschool.co.uk

SCHOOL HALL LETTING APPLICATION FORM

SECTION 1: HIRER DETAILS

Full Name of Hirer/Organisation: _____

Contact Person (if an organisation): _____

Address: _____

Phone Number: _____ **Email Address:** _____

Type of organisation (e.g. charity, club, private individual): _____

SECTION 2: EVENT DETAILS

Purpose of Hire: _____

Date(s) Required: _____

Time Required (including set-up and clean-up): From _____ To _____

Number of Attendees (approximate): _____

Will food/drink be served? Yes / No

Will music or amplified sound be used? Yes / No

Do you require tables/chairs? Yes / No – If yes, how many? _____

Additional equipment/facilities required: _____

SECTION 3: INSURANCE & SAFETY

Do you have Public Liability Insurance? Yes / No

(If yes, please attach a copy of your certificate.)

Any additional risk assessments provided? Yes / No / N/A

I confirm that I have read and agree to the Terms & Conditions of hire (attached).

Signature of Hirer: _____

Date: _____

SCHOOL USE ONLY

Approved By: _____

Date: _____

Hire Charge: £_____

Deposit Received: £_____

Payment Due Date: _____