



Application for Hire of Facilities

Title of Letting	
Proposed Date(s)	
Name of Hiring Organisation/Individual	
Address of Hiring Organisation	
Contact Name	
Telephone Number(s)	
Email Address(es)	
Website	
Description of Event(s)	
Venue(s) Required	
Equipment Required	
Anticipated Numbers	
Request for Disabled Facilities: (We will try to accommodate your requirements)	
Do you wish to serve refreshments: *Yes/No If you wish to serve alcohol please apply for details	
Insurance cover: evidence required, minimum of £5m cover Cover may be available through the school's policy. The cost is 5% of the total fee should you require it.	
<i>Caretaker cover will be provided automatically in order to maintain security</i>	



Please complete and return this form, together with proof of insurance cover if available to finance@srms.kent.sch.uk, Sir Roger Manwood's School Manwoods Road Sandwich Kent CT13 9JQ. This form will be authorised, the cost confirmed and returned for your records.

DECLARATION BY HIRER

I hereby apply to use the above facilities on the dates and times shown and agree to be bound by the Letting Conditions attached and with the instructions of any of its officers.

On behalf of the organisation named above I agree to pay the charges. (*including/excluding insurance) upon receipt of the invoice.

Signature: Position:Date.....

APPROVAL IS GIVEN FOR THE ABOVE LETTING

The charge for the letting will be £78.00 per evening

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Business Manager

On behalf of the Governing Body