

**STAR MAT Lettings Policy – Annex A**

**Lettings Application Form**

Note to applicant: Before completing this form, please carefully read the terms and conditions of letting.

Return completed forms to the school admin email.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accommodation / Facilities Required | Purpose of hire  | Day of week  | Dates required  | Times required\* |
| From  | To  | From  | To |
|  |  |  |  |  |  |  |
| \* Please indicate times allowing for setting up and departure from the site. |  |

|  |
| --- |
| IT Equipment required: Please specify details Special Requirements: Please specify details Parking Required: YES / NO Please indicate if you wish the letting to continue through the School holidays: YES / NO  |
| Name of applicant……………………………………..Telephone No. (Office hours) …………………….. Full postal address …………………………………………………………………………………………………………... …………………….………………………………………………………………………………………………………………….. Email Address…………………………………………………………………………………………………………………...Name of organisation …………………………………………………………………………………………..…………. Details of organisation…………………………………………………………………………………………………….. I personally agree to be responsible for the fees charged in respect of this letting. I have read the terms and conditions of letting and will observe them. Signature of applicant: ………………………………………………Date: ……………………………………………………………………….. |
| **Payment details**  | Estates team informed |  |

|  |  |  |
| --- | --- | --- |
| (to be completed by the School) |  |  |
| Deposit paid  |  | Constitution received  |  |
| Balance paid  |  | Insurance checked and copied  |  |
|  |  | Licences checked and copied  |  |