

**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.

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| --- | --- | --- | --- | --- | --- | --- |
| 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 |  |

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