



# SCHOOL LETTINGS BOOKING FORM

PLEASE RETURN TO SCHOOL OFFICE

<b>Name of Hirer/Group</b>	
<b>Contact Telephone No.</b>	
<b>Address (For Invoicing)</b>	
<b>Email Address</b>	
<b>Date Hall Required</b>	
<b>Time From</b>	
<b>Time To</b>	
<b>Total No of Hours</b>	
<b>Nature of Letting</b>	
<b>Total Cost</b>	
<b>Date of meeting to show opening &amp; locking up procedures</b>	
<b>Name of Keyholder (Required for unaccompanied lettings)</b>	
<b>Contact details of Key Holder</b>	

Signed \_\_\_\_\_ (The Hirer)

Signed \_\_\_\_\_ (The School)

Date \_\_\_\_\_

**For office use**

<b>Invoice Date</b>		<b>Invoice No</b>		<b>Amount</b>	
---------------------	--	-------------------	--	---------------	--