



THE CAMPION SCHOOL FACILITIES BOOKING FORM

PLEASE ENSURE THAT YOU HAVE READ OUR ADDITIONAL COVID-19 TERMS OF USE BEFORE COMPLETING THIS FORM.

Contact Name of Hirer:		Organisation:	
<i>The hirer or a representative from the organisation named above must be in attendance on the dates requested</i>			
Address:			
Telephone Number:		Email:	

Purpose of Hire:		No. of People Expected:	
Event Type:	Private function of hirer named above <input type="checkbox"/>	Business / profit making event <input type="checkbox"/>	Charity / not for profit event <input type="checkbox"/>

Bookings must be made for full hourly slots and include sufficient time for preparation and clearing away before and after the event.

Single / Occasional Booking:	Date:		Start Time:	End Time:	Total Hours:	

Regular/Block Bookings: <i>Swimming Pool regular/block bookings must be made for a full Academic Year (Sept – August). Any School closure dates will be notified & invoices adjusted accordingly</i>	Start Date:					End Date:		
	Days: <small>(please select)</small>	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Frequency:	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annual <input type="checkbox"/>	Other <input type="checkbox"/>			
	Start Time:							
	End Time:							
Total Hours:								

Facilities Required: (please select)							
Main Hall	<input type="checkbox"/>	Bar Service	<input type="checkbox"/>	Lit Stage	<input type="checkbox"/>	Room Behind Stage	<input type="checkbox"/>
Main Kitchen	<input type="checkbox"/>	Sports Hall	<input type="checkbox"/>	Music Room	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>
Swimming Pool	<input type="checkbox"/>	Drama Room	<input type="checkbox"/>	Business Block	<input type="checkbox"/>		
All Weather Pitch (1/3 rd)	<input type="checkbox"/>	All Weather Pitch (2/3 rd s)	<input type="checkbox"/>	All Weather Pitch (Full Pitch)	<input type="checkbox"/>		

If you require use of the hall, YOU MUST provide the following information:			
No. of chairs required:		No. of tables required:	

If you require use of the kitchen or a bar service, YOU MUST provide the following information:					
Kitchen	Start Time:		Finish Time:		Caterer's Name:
Bar	Start Time:		Finish Time:		Caterer's Contact No:
<i>Please note that hirers will be advised on the total number of bar staff required. This will be a minimum of 2 however more may be necessary depending on the total number of guests and the type of event</i>					

I confirm that I have:

- | | |
|--|--------------------------|
| 1. Read the updated School Lettings Policy and agree with the Terms and Conditions of hire | <input type="checkbox"/> |
| 2. Enclosed deposit payment (if applicable) | <input type="checkbox"/> |
| 3. Enclosed bar licence fee (if applicable) | <input type="checkbox"/> |
| 4. Enclosed evidence of Public Liability Insurance (if applicable) | <input type="checkbox"/> |
| 5. Enclosed completed Safeguarding Form (if applicable) | <input type="checkbox"/> |
| 6. Enclosed signed Covid-19 Terms of Use Document | <input type="checkbox"/> |

Signed: _____ **Date:** _____