

## APPLICATION TO HIRE SCHOOL FACILITIES

Hirers must complete this form and return it to the Finance Manager (eranahan@themisbourne.co.uk). Please do not make any firm arrangements until confirmation has been received.

Organisation ( if applicable)	
Name	
Address	
Postcode	
Telephone Number	
Email address	
Date(s) of hire	
Times from/to of hire (The time required <b>MUST</b> include preparation time and time required for clearing up afterwards. Hirers are advised to consider carefully the length of time for which facilities will be required.)	
Areas of the school that you wish to hire	
What services/equipment do you require? e.g. power supply, heating, water supply, netball posts, sound system etc.	
For what purpose is the hire	
Number of adults expected on site	
Number of children expected on site	
Any other information, eg tables, chairs, etc (please provide additional information on separate sheets if necessary)	