

St. Catherine's Catholic School
Watling Street, Bexleyheath, Kent, DA6 7QJ
Tel: 01322 556333 Email: lettings@stccg.co.uk



Head Teacher: Yvonne Connolly

Business and Finance Manager: Lisa Ebers

Premises Manager: Gino Carrano

LETTINGS CONTRACT

Before completing this application form, a site visit must be undertaken by the applicant and it is the applicant's responsibility to read and sign the enclosed 'Lettings/Hire of Facilities: Condition of Hire guidelines' to confirm adherence to the requirements of the School regarding use of the School's premises. In addition, the applicant must enclose a copy of the organisation's public liability insurance document and any other document at the request of the Academy Trust.

1) ORGANISATION

Name of Organisation	
Organisation's Aims and Objectives	
Address of Organisation	Post Code
Telephone Number	
Email Address	

2) APPLICANT'S DETAILS

Name of Applicant	
Position held in Organisation	
Applicant's Address	Post Code
Telephone Number	Day time:
	Evening:
Email Address	

3) NATURE OF FUNCTION

a) Please state purpose of function	
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b) Is the function for: Single Use Regular Use

c) Please complete below as appropriate:

i) Single use

Day(s):
Date From:
Date To:
Time Required: From: To:

ii) Regular Use

Day(s):
Date From:
Date To:
Time(s) Required: From: To:

4) FACILITIES REQUIRED

a)	How many rooms will be required & for which dates (attach details)?	Classroom: Sports Hall: Dining/Assembly Hall: Conference Room:	ICT Room: Gymnasium: Library: Pitches/Grounds:
b)	How many people will be attending (max. numbers)?	Adults:	Children (under age of 12):
		If 'Yes', please give particulars	
c)	Will a charge be made for admission to the event?	Yes / No	
d)	Will the function include public entertainment?	Yes / No	
e)	Will alcohol be served or sold at the event?	Yes / No	
f)	Do you require furniture/equipment, e.g. tables, chairs, media equipment?	Yes / No	
g)	Do you require this furniture to be moved by the School? (If 'Yes', a charge will be made)	Yes / No	

5) DECLARATION

I hereby apply for the use of accommodation as stated on this application form. I undertake for and on behalf of the organisation that if permission is granted by St Catherine's Catholic School, the organisation will comply with the terms and conditions of the letting to which that permission will be subject, which terms and conditions I have received a copy and read.

Please find enclosed, where appropriate, proof of public liability insurance and any other documents required.

I declare that I am 21 years of age or over and undertake that the letting(s) will be under adult supervision throughout.

Name of Applicant (please print):

Signature of Applicant:

Date:

Office Use Only:

1) Is the Form complete?: Yes No
If 'No' why:

2) Does the function meet the School's guidelines?: Yes No
If 'No' why:

3) Has a site visit been undertaken by the applicant?: Yes No
If 'Yes' when, if 'No' why:

4) Cost of Hire: Facility: Staff: Other:

5) Application form approved: Name:
(PRINT)
Signed:
Date:

6) Letter confirming approval/refusal: Date:

7) Invoice Raised: Amount (£): Date: