

The Corsham School
Application for the Hire of School Facilities



Hirer details

Contact Name, address		
Telephone	Mobile	Email
Purpose of hiring		No of people attending

Dates and time required

Date/s		
Time from	Time to	Total hours

FACILITY TO BE HIRED	Tick (✓)
S Block Hall (please indicate whole/half hall)	
S Block Gym	
The Eatery and kitchens	
Dance Studio	
ICT suites (T9,R21)	
School Fields	
H Block Gym	
Music practise room	
Other/special requirements (if you wish our Site Team to set up/take down chairs, staging etc, there will be an additional cost of £15) <input type="radio"/> Chairs <input type="radio"/> Tables <input type="radio"/> Staging	
ICT Specialist support technician Yes/No (If yes please specify time required – this is an additional cost and subject to availability)	

*** Public Liability Insurance in the form of a certificate must be lodged with the school. * Extra charges will apply for the use of our kitchen facilities for food preparation/cooking.**

Agreement of terms & conditions of hire

I hereby agree to hire and the room/facilities/equipment in accordance with school regulations. I accept the hirer's responsibility regarding 'fire regulation' detailed in the 'Terms and Conditions of Hire'. I agree with the 'Terms and Conditions of hire' and the hire charges. Payment will be made 2 weeks prior before hire commences.		
Signature of hirer	Print Name	Date

Please return this completed form to:- The Corsham School, The Tynings, CORSHAM, Wilts, SN13 9DF.
 Telephone: 01249 713284 ex 296 or email: hire@corsham.wilts.sch.uk

A deposit of 10% for hire of the school facilities must accompany any confirmed booking. Please make cheques payable to 'The Corsham School'

FOR SCHOOL USE ONLY

Business Manager	Catering Manager
Site Manager	
Community Liaison Officer	