



BOOKING FORM FOR USE OF PRINCE ANDREW SCHOOL FACILITIES

Organisation/
Name of Hirer

Registered Charity?
(Please provide charity no.)

Address

Telephone

Email

Date/s of event

Start time

Finish time

Please allow enough time to set
up before and clear up after
your event.

Nature of event

Rooms required:

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Main Hall | £4.00 per hour or part thereof |
| <input type="checkbox"/> | Main Hall with dressing room facilities* | £30.00 per day/evening + a charge of 10% on overall ticket sales for productions and events or a 10% proportion of donations to contribute towards costs |
| <input type="checkbox"/> | Lecture Theatre (Conference Venue) | £2.00 per hour or part thereof |
| <input type="checkbox"/> | Lecture Theatre (Conference Venue with facilities) | £3.00 per hour or part thereof |
| <input type="checkbox"/> | Classroom (Small Meeting Room) | £1.00 per hour or part thereof |

*The hire of Prince Andrew School Hall will be permitted for community and charitable use and all bookings will be charged.

Charges for registered charities are half the rates listed.

Number of chairs required

Number of tables required

By signing this form you are agreeing to the charges and our terms and conditions, which can be seen overleaf.

Signed

Date

Booking Terms & Conditions (Please read these terms and conditions carefully)

The entire school building and the whole of Francis Plain is a no smoking zone and consumption of alcohol is not permitted in the school. For all events, the hirer is responsible for ensuring that all relevant legislation is followed.

Safety first

The safety of your group is your responsibility (including first aid). Please ensure that everyone is aware of the position of fire escapes and fire extinguisher. In the event of a fire or of the fire alarm sounding, please evacuate the building and call the fire services. If it is safe to do so, please try and extinguish the fire.

Some surfaces in the hall become slippery when wet – be particularly careful if it has been raining outside or if you are handling water.

Bookings

Booking dates are only definite when confirmed by the School Officers. We will invoice you on the first day of each month for the month's bookings.

Booking times

Another group or individual may have booked the room you have been using immediately after you. Please vacate the room promptly. Remember to allow time for tidying up within your booking time.

If you overrun we reserve the right to charge you pro rata for this overrun.

For bookings after 7pm or weekends the person responsible should ensure the keys are collected from the Principal Caretaker and returned the next day. Ensure premises are locked and secured and left tidy.

Damage

Please report any damage immediately to the Principal Caretaker. We may have to charge you for damage occurring during your period of room rental.

Clean and Keep clean

After use, please ensure that the room and other facilities that you have used (including toilets) are left in the condition that you found them.

Please contact us if you'd like to discuss your booking or return form to the School Office; Tel 24290 or email

wendy.fuller@princeandrew.edu.sh

For office use only

Booking accepted: _____ Date _____
Principal Caretaker

_____ Date _____
Headteacher

Booking confirmation sent by _____ Date _____

Invoiced raised by _____ Date _____