

SCHOOL PREMISES BOOKING REQUEST FORM

RIVER VIEW PRIMARY SCHOOL



Name of Hirer:		
Address of Hirer:		
Position: (e.g secretary, in case of Group)		
On behalf of (Name of Group):		
Contact person:		
Contact number(s):		
Date(s) of booking:		
Start and end time(s):		
Number of people expected:	Adults:	Children:
Will a music/ performance license be needed? Yes No		
Accommodation required:		
Equipment required:		
Other arrangements:		
I have read and accept the letting policy and the terms and conditions of use and confirm that I am aged over 18 years.		
Signed (Hirer) :		Date:

No letting should be regarded as "booked" until payment received in full, all requested paperwork has been submitted and a signed Contract Agreement issued by the school. The School has the right to refuse any application or cancel bookings.