

BOOKING FORM
Hire of Premises and Equipment



Please contact the Site Manager at the College to discuss any booking enquiry.

NAME OF HIRER:	
GROUP/ORGANISATION:	
WEBSITE ADDRESS:	
ADDRESS:	
POST CODE:	
TELEPHONE NUMBER:	
E-MAIL:	

Briefly describe the activity you intend to run:

Give any details of your group that you would to be listed on our website:

FOR INTERNAL USE ONLY

Payment amount agreed : £	(continued overleaf)
---------------------------	----------------------

Please return your completed booking to:
Site Manager, Uppingham Community College, London Road, Uppingham, Rutland LE15 9T

Please indicate what you require and when :

SPORTS HALL		DRAMA STUDIO		DINING HALL	
CLASSROOM		COMMUNITY LOUNGE		GRASS PITCH	
ALL WEATHER PITCH 1/3 PITCH		2/3 PITCH		WHOLE PITCH	

	START		END
DATE			
TIME			

If this is a block booking please indicate the day of the week:				
MON		TUE	WED	
THU		FRI	SAT	
SUN				
This booking is to run for			weeks	

Please indicate if you have any other specific requirements: E.g.: room layout, AV equipment, etc.	
Invoice address: (if different to hirer)	

<p>I certify that I am not less than 18 years of age. I have read and retained a copy of the terms and conditions of hire and I agree to be bound by these regulations.</p> <p>I confirm that any coaches working with children and vulnerable people have undergone the appropriate DBS checks. (please tick here) <input type="checkbox"/></p> <p>I agree to pay the full amount for the hire on demand. I also understand that the full amount may be charged if cancellation is received <u>less than 14 days</u> prior to the proposed booking.</p> <p>I hereby indemnify the Governors of Uppingham Community College against all claims in respect of injury, loss or damage (including damage to College premises and equipment) arising from this letting. (In requesting this, the Governors do not seek to absolve themselves or any employee from liability as owner/occupier of the premises.)</p>	
Signed:	* Date:
*A person signing on behalf of a group/organisation must be authorised to do so.	

Please return your completed booking to:
 Site Manager, Uppingham Community College, London Road, Uppingham, Rutland LE15 9T