



The Roundhill Academy Application To Hire Premises 2018-2019

Name of Organisation _____
Name of Principal Hirer _____
Address of Hirer _____
Home Telephone Number _____
Mobile Telephone Number _____
Email Address _____
Purpose of Booking _____

Notes:					
Facility Required	Date		Time		Cost
			From	To	
Main Hall					
Main Hall & Kitchen					
Corkage £100 Fee applies	YES	NO			
Sanitisation	£25	£50			
Sports Hall					
Swimming Pool					
Senior Football Match					
Junior Football Match					
General Field Hire					
Main Hall (Community)					
Classroom					
Drama Studio					
The Studio					
Community Wing (Hub)					
Total Cost					

I wish to apply to hire the premises detailed in the schedule above for the stated purpose, and in consideration of the hiring being granted I undertake on behalf of both myself and the organisation I represent to indemnify The Governors of The Roundhill Academy in the manner as stated in the Terms and Conditions Booklet which I have read and understood and I will observe the conditions of hire contained therein.

Signed _____ Print Name _____ Date _____

Private Functions Please Note:
**Full payment is required 28 days prior to the period of hire.
 The deposit will be held and refunded within 2 weeks after the period of hire.**

For Office Use Only

Deposit Amount: _____ Date Deposit Received: _____ Receipt no: _____
 Full payment Amount: _____ Date Payment Received: _____ Receipt no: _____
 Deposit Amount returned: _____ Date Deposit Returned: _____ Signed: _____
 Date Booking added to system: _____ Staff initial: _____