



Lettings Application Form 2018 – 2019

Please complete this form and return it to Pippa McPherson, Prince Henry's Grammar School.

Name/Title of Group: _____

Name of person responsible for booking: _____

Address: _____

Email address: _____

Phone number: _____

Name and email for invoices to be sent: _____

Name of person who will be on site for the letting and mobile phone number:

DBS issue date and number (if group are under 18s): _____

Facility required: _____

What will the facility be used for? _____

Number of participants: _____

Day/s of week required: _____

Dates: From _____ to _____

Hours required: From _____ to _____

Group is (please delete as applicable):

A (local youth group run by volunteers); **B** (local group run by volunteers with over 18s);

C (a business, where at least one person draws a salary)

Insurance required (small groups only) Yes / No

Terms and conditions are in accordance with the Lettings Policy and the published conditions and Guidelines 2018.

To be signed by the person responsible for the booking (electronic signatures are acceptable):

(Signature)

(Print your name)

(Date)