

APPLICATION FOR HIRE OF COLLEGE PREMISES

| | |
|----------------------|-------------------------------|
| ORGANISATION: | NAME OF CONTACT: |
| ADDRESS: | ADDRESS FOR INVOICING: |
| TELEPHONE NO | DAY |
| | EVENING |

TYPE OF ACCOMMODATION REQUIRED - please write the number of each in the boxes

| | | | |
|--|---|---|---|
| Classroom Hall & Stage | Home Economics | Drama Studio (availability tba) | Hall (Seats 400) |
| <input style="width:40px; height:30px;" type="text"/> | <input style="width:40px; height:30px;" type="text"/> | <input style="width:40px; height:30px;" type="text"/> | <input style="width:40px; height:30px;" type="text"/> |
| Lecture Theatre (With full video projection(seats 160)) | Dome Restaurant | Band Room | |
| <input style="width:40px; height:30px;" type="text"/> | <input style="width:40px; height:30px;" type="text"/> | <input style="width:40px; height:30px;" type="text"/> | |

Full Restaurant Facilities are available with internal catering or external catering provided by the Hirer.

NATURE OF ACTIVITY

Brief description: _____

MAIN USERS (e.g. General public, Young musicians) _____

DATES REQUIRED

| DAY | DATES | START TIME | FINISH TIME |
|-----|-------|------------|-------------|
| | | | |

TOTAL NUMBER OF SESSIONS

Notes

- 1.
- 2.
- 3.
- 4.
- 5.

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

Confirmation Hire Form

I have read and fully understood the conditions for the hire of facilities.

Name_____

Position/role_____

Organisation_____

Signed_____

Date_____