

Lace Hill Academy – Booking application form

A responsible person (over the age of 18 years old) must take responsibility for the hiring of Lace Hill Academy and sign this '*Booking application Form*' after reading and agreeing to the Terms and Conditions. A booking will only be accepted and confirmed by Lace Hill Academy when this form is completed, signed and returned with the relevant booking fee.

Name of Hirer			
Hirer's Invoice Address Including postcode			
Hirers telephone number			
Hirers email address			
Signature of Hirer			
Purpose of Hire		No. Attendance (max 120) Adults Children	

Period of Hire: Please indicate below the date and time you wish to hire the School Facilities			
Day and Date	Start Time	Finish Time	No of hours
Set up required: Tables and Chairs etc			



We require a Security Deposit of £100.00, which is returnable; minus the cost of any damages, breakages, cleanup costs and /or any late vacation of the Hall (past the Finish Time as listed on the booking form) returned with this form

Price list	Monday to Friday after 18:30 and Saturday's	Sunday and Bank Holiday's
	£27.00 per hour – minimum letting 2 hours.	£35.00 per hour minimum letting 2 hours

Signature

Date

I have read and agree to the terms and conditions

Booking Authorised

Date.....

Invoice sent

Date Paid.....