

ESHER COLLEGE SPORT & LETTINGS
Application for the hire of facilities

Name of group/club/organisation: _____

Charity Number (where applicable): _____

Person making application: Mr/Mrs/Miss/Ms: _____

Address: _____

Telephone (Home): _____ (Work): _____

(Mobile): _____ (Email): _____

Event: _____

Premises or Facilities required	Purpose of Hiring	Maximum Number of Persons	Period of Hiring	Times

Specialist equipment required: _____

- ◆ Payment must be as specified on the booking confirmation.
- ◆ All bookings include a time provision for setting up/dismantling equipment where necessary.

I HAVE READ AND ACCEPT THE CONDITIONS OF HIRE AND CONFIRM THAT I AM AUTHORISED TO SIGN THIS BOOKING FORM AND TO ACCEPT THE TERMS AND CONDITIONS OF HIRE ON BEHALF OF THE GROUP, CLUB OR ORGANISATION (IF ANY) IDENTIFIED ABOVE.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Facility	
Total Hours:	
Hourly Rate:	
Equipment Hire:	
Deposit Paid:	
Balance Paid:	
Total Paid:	
Received by:	

Please make cheques payable to Esher College and send for the attention of Derek Hempston, quoting the booking number.