

NOWER HILL HIGH SCHOOL

George V Avenue, Pinner, Middlesex HA5 5RP

Telephone Office: 020 8863 0877

Email. admin@nowerhill.harrow.sch.uk

BOOKING AGREEMENT

Details of Hirer

NAME (Individual) Please attach copy photo ID, i.e. valid passport, photo card driving licence, or UK immigration card	-----
NAME (Company or Club etc.)	-----
ADDRESS	----- -----
TELEPHONE NO. <i>(A mobile phone is essential during the let in case of emergency calls. There is no payphone on site.)</i>	DAY EVENING DURING EVENT
	<input type="text"/> <input type="text"/> <input type="text"/>

Details for Hall Hire – move on to Page 2 if hiring other facilities

NATURE OF FUNCTION	-----
NAME AND ADDRESS OF ORGANISATION BENEFITTING IF EVENT IS FUNDRAISING	----- ----- -----
SPEAKER, ARTIST, DJ OR PERFORMER (Or / box for not applicable)	Full details to be completed on next page <input type="checkbox"/> Not applicable
DATE: _____ TIME: (From setup to departure)	From _____ To _____
ACCOMMODATION REQUIRED (/ box)	Main Hall <input type="checkbox"/> Stage Kitchen <input type="checkbox"/> Dining Centre <input type="checkbox"/> Patio Area <input type="checkbox"/>
	No. of Tables <input type="text"/> No. of Chairs <input type="text"/>
NUMBER OF PEOPLE ATTENDING	Adults <input type="text"/> Children <input type="text"/>
FOOD	**WILL / WILL NOT BE CONSUMED
HEATING FACILITIES FOR FOOD (Signed addendum to Terms and Conditions required)	**WILL / WILL NOT BE REQUIRED
INTOXICATING LIQUOR Permission must be granted by School's Governing Body. – Please ask for a form to apply	**WILL / WILL NOT BE INCLUDED IN REFRESHMENTS ** Delete as required

**Will You Have - A DJ or Live Music or Performance Dance
or Be - Selling Alcohol
or Be - Serving Hot Food or Drink After 11 pm**

**IF SO, YOU WILL NEED TO APPLY FOR A 'TEMPORARY EVENTS NOTICE' FROM THE LOCAL
AUTHORITY. PLEASE CONTACT LICENSING DEPT. AT THE CIVIC CENTRE
ENQUIRES - 020 8901 2600 LICENSING DEPT. 020 8736 6257 email: licensing@harrow.gov.uk**

Details for hire of Sports Hall / Classroom(s) / other facilities

REASON FOR HIRE	
IF TUITION – WHAT SUBJECTS ARE TAUGHT?	
DATE (if one off)	DAYS OF WEEK (if termly) M / Tu / W / Th / Fri	
	Sa / Su (circle)	
	TIME From..... To	
ACCOMMODATION REQUIRED (✓ box)	Classroom(s)	<input type="checkbox"/>
	Gristwood Sports Hall	<input type="checkbox"/>
	Cricket Nets	<input type="checkbox"/>
	First Floor Gym	<input type="checkbox"/>
	Dance/Drama	<input type="checkbox"/>
	Dining Centre	<input type="checkbox"/>
	Outside Courts	<input type="checkbox"/>
	Astro Turf	<input type="checkbox"/>

DAMAGE/CANCELLATION DEPOSIT PAID	£
<p>This letting is subject to the terms and conditions set out in our ‘Hiring of School Premises - Terms and Conditions of Use’. By signing this Booking Agreement the hirer agrees to be bound by those terms.</p>	
SIGNED :	HIRER: DATE:

SPEAKER, ARTIST, DJ OR PERFORMER

NAME

DATE OF BIRTH

NATIONALLY

OCCUPATION

CURRENT ADDRESS

.....

.....

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CONTACT NUMBER