



UNITY SCHOOLS TRUST – THE MAGNA CARTA SCHOOL
LETTINGS – APPLICATION FOR USE OF SCHOOL PREMISES



Please complete this form using **BLOCK CAPITALS** (N.B. ALL hirers complete the yellow sections)

Name of Group / Organisation			
Name of Hirer / Main Contact			
Address			
Postcode			
Phones:	Landline	Mobile	
Email Address			

A	GENERAL BOOKINGS <i>(For Theatre Bookings go to section B below)</i>
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Purpose of Hire			
Number of Attendees			
Date Required		Start Time	End Time

*Booking times must allow sufficient time for preparation and clearing away before and after the event.
 All bookings are from 'unlock' to 'lock-up' and must be vacated at the time stated on the booking to avoid additional charges.
 If you require a regular booking please complete the dates required from and to in the boxes below*

Date from		Date to		Total Bookings	
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Facility Required (place 'X' in Column)					
Sports Hall		Sports Field		Computer Room	
Gym		RedGra (Hockey)		HE Room	
Fitness Suite		Dance Studio		Workshop	
Netball (Outside)		Drama Studio (T.1.)		General Classroom	
Tennis (Outside)		Drama Studio (R.2.)		Canteen	
Football Pitch 1		Music Room (R.1.)		Mini Bus	
Football Pitch 2		Art Room		Coach Parking	

Other Information:

B	THEATRE BOOKINGS		
Title of Show			
Name of Stage Manager			
Mobile Number		E-Mail	
Name of Technical Lead			
Mobile Number		E-Mail	
Number in Company		Number in Band	
Curtain Up Time (Matinee)		Curtain Up Time (Evening)	
Box Office Number		Ticket Price(s)	

Mark 'S' for performance or
'R' for tech / rehearsal time

N.B. Lighting / Sound Control Equipment.....See T&C's notes 15.4, 5, 6, 7.

Facility Required (place 'X' in Column)													
	Day	Date	Theatre (Inc' Scene Dock)	Change of Pit Layout	Change Rooms	Gym	Dance Studio	Canteen	Bar <i>(with £30 charge)</i>	Bar <i>(Hire x1 staff / no charge)</i>	Other	Time ARRIVE	Time DEPART

Other Information (Continue overleaf):

Do you have Public Liability Insurance? (please tick)	Yes		No	
<i>If yes, please provide a copy of your insurance certificate with your application form</i>				
Do you have photo / film consent ? (please tick)	Yes		No	
<i>If yes, please provide a sample copy of your consent letter with your application form</i>				
I undertake to pay the approved charges. I have seen and accept the terms and conditions of hire of school premises for the Unity Schools Trust (reviewed July 2018).				Tick here to Agree
I confirm that I have no legal proceedings, (criminal or civil), pending against my name or this organisation.				Tick here to Agree
Signature			Date	
Office Use Only:			Deposit Received: £	