



**Application for Letting Facilities
Rossall School**

Details of Hirer		
Full Name:		
Position:		
Contact Details:	Address of Hirer:	
		Postcode:
	Daytime Telephone:	
	Evening Telephone:	
	Mobile:	
E-Mail:		

Invoicing Details (if different from above)		
Full Name:		
Position:		
Contact Details:	Address of Hirer:	
		Postcode:
	Daytime Telephone:	
	Evening Telephone:	
	Mobile:	
E-Mail:		

THE EVENT	
Date/s:	
Purpose of Event:	
Proposed Access Times:	
Swimming Pool Only - Proposed "water time":	
Estimated Numbers Attending:	
Details of Outside Contractors (e.g. musicians, sound or lighting, sports coaches)	

FACILITIES REQUIRED			
Complete boxes and then expand on requirement in space below table.			
Big School Hall	Yes - No	Pitches	Yes - No
Astronomy Centre	Yes - No	Car Parking (Number of Cars)	
Swimming Pool:	Yes - No	Art Block	Yes - No
Gymnasium:	Yes - No	Classrooms (Number)	
Tennis Courts (Number):	1-2-3-4-5-6	Seminar Rooms (Number)	
All Weather Pitch:	Full - Half	Dining Room	Yes - No
Further Details/Requirements :			

CATERING REQUIREMENTS			
Complete boxes and then expand on requirement in space below table.			
Meal	Numbers	Timings	Remarks
Breakfast			
Main Meal Lunch:			
Main Evening Meal:			
Other:			
Further Details/Requirements:			

Accommodation			
Refurbished/Non Refurbished	Number of Beds	Adult/Child Ratio	Remarks
<u>Further Details/Requirements :</u>			

OTHER REQUIREMENTS			
Television:	Yes - No	Telephone:	Yes - No
Video Player:	Yes - No	Fax:	Yes - No
DVD Player:	Yes - No	Photocopier:	Yes - No
Sound System:	Yes - No	White Board:	Yes - No
Computer:	Yes - No	Interactive White Board:	Yes - No
IT Projector:	Yes - No	Overhead Projector & Screen:	Yes - No
<u>Further Details, Other Requirements and Room Layout:</u>			

REQUEST FOR HIRE OF SERVICES	
I am authorised on behalf of the above named Hirer/I am the Hirer.	
I request Rossall School to quote the terms & conditions for the use of the premises, facilities and services at the School. I understand that no contract is confirmed until the School has made an offer and I have accepted it.	
Signed by/on behalf of the Hirer:	
Signature:	
Full Name:	
Position:	
Date:	

If you have any questions regarding this application process, please don't hesitate to contact Nicola Mason on 01253 774267 or email nicolam@rossallcorporation.co.uk .