



THE PRIORY SCHOOL ROOM BOOKING FORM

Name of Organisation:

Name & Address of applicant:

Name & address for invoice (if different)

Telephone No/s: Day:

Evening:

Email:

Room/s Required (please X appropriate box)

Business Centre	Interview Room	Main Hall	Drama Studio	Dining Hall
Kitchen (limited usage) Price on request	Classroom(s)	Sports Hall	Sports Pitch	Other

Purpose for which the premises are required:

Date(s)

Duration (1 week etc.)

No's. Attending:

Start time

*Please note the start time **must** include the time you wish to gain access to the room

Finish time

*Please note that the finish time **must** be the time you vacate venue

Room Layout Requirements: e.g. 100 chairs in theatre style –(NB maximum 275 chairs theatre style)

Catering Required: e.g. tea/coffee on arrival

*Please note catering is provided by an external agency and menus can be sent on request

Other requirements: e.g. presentation aids, internet access. You must notify us in advance if you wish to use your own laptop as the Network Manager will need to set this up. Access to some websites may be restricted.

The Concessionary Rate applies to Registered Charities only, please provide your registered number

Registered Charity Number:

How did you hear about our Room Booking facilities:

CHILD PROTECTION LEGISLATION

Any organisation hiring school premises in order to provide activities for children must have in place appropriate child protection policies, procedures and codes of conduct compatible with those of the school. Please tick here to confirm these are in place and up to date.

TO BE COMPLETED ONLY IF PORTABLE ELECTRICAL EQUIPMENT IS TO BE USED

The Priory School has a responsibility under the Health and Safety at Work Act to establish that any equipment brought onto school property is safe for use. It is essential that electrical equipment is tested periodically by an approved registered electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors should be members of the National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association. Details of testing procedures are set out in Guidance Note 23 available from the Health and Safety Executive.

I certify that the electrical equipment to be used on The Priory School premises has been tested recently by a registered contractor and has been passed as safe for use.

The equipment is to be used at The Priory School on:
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Signed:	Date:
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(Please print name):

TO BE COMPLETED ONLY IF MUSIC IS TO BE PERFORMED OR PLAYED.

I hereby acknowledge that, as the hirer of the above premises on the date and for the purposes indicated, I am responsible for the making of all arrangements with the Performing Rights Society Limited and, if recordings are replayed, also with the Phonographic Performance Limited for obtaining licences and for paying royalties in respect of works performed, and I HEREBY UNDERTAKE to identify The Priory School, Shrewsbury against any actions or claims thereof.

Signed:	Date:
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(Please print name):

TERMS AND CONDITIONS - ACCEPTANCE

I declare that by signing this booking form below I have read, understand and agree to abide by the Terms and Conditions of Letting and Fire Procedures, and guarantee that they will be observed. I undertake to pay on demand the charges for hire and the cost of making good any damage which may have been done to the school buildings or furniture or other property of The Priory School during or in consequence of the proposed occupation.

Please also note our Lettings cancellation policy available to view at <http://priory.tpstrust.co.uk/community/hiring-our-facilities/>

Signed:	Date:
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(Please print name):

Name of Organisation if applicable:

Please return the completed form to Mrs D Stephens, PA to SLT/Lettings Co-ordinator, The Priory School, Longden Road, Shrewsbury, SY3 9EE deb@tpstrust.co.uk