

HIRER DETAILS	
Company name (If not applicable use N/A)	
Contact Name	
Contact email and phone number	
Contact Address Please enter full postal address	
Have you hired any of our Trust facilities before? If not, how did you hear about us?	

EVENT/ACTIVITY DETAILS (REGULAR HIRE)

Venue/space required (Please tick all applicable)	Main Hall	Activity Studio	Astro	Sports Hall	Other
Day(s) required					
Start time					
End time					
Booking start date					
Booking end date					
Description of activity/event					
Expected attendance numbers					

Any additional requirements e.g. equipment, changing rooms?	
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EVENT/ACTIVITY DETAILS (ONE-OFF HIRE)

Hire date(s) & number of hours required Please specify what activity on each date i.e. Set up/ Rehearsal/Performance/ Pack up					
Venue/space required (Please tick all applicable)	Main Hall	Activity Studio	Sports Hall	Classroom	Other
Event start & finish time					
Nature of the event/performance with brief description					
Provisionally expected audience size					
Any additional requirements, such as use of equipment?					

TECHNICAL REQUIREMENTS

We may be able to include a lighting or sound operator within the price of our venue hire. Please specify if you would require an operator and what the technical requirements of the performance are.

Lighting Operator		Sound Operator	
Technical requirements			

ADDITIONAL INFORMATION

<p>Please add any additional information regarding your request</p>	
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If we can accommodate your booking, we will email you with an initial estimate for the hire and invite you in to look around the facilities, if you have not already done so. We will then finalise your requirements and confirm costs. If you wish to go ahead this will be confirmed via email and you will be asked to complete the application form and accept the terms and conditions of hire.

Signed by _____ **Name of hirer**

Company name if applicable

Date _____

Please complete the above and send to the appropriate lettings primary contact.

Denbigh School – Lettings@Denbigh.net

Watling Academy - Lettings@Watling.academy

Watling Primary School – WPSlettings@watlingprimary.org.uk