



St John Fisher
Catholic High School

Facilities Hire Booking Form

Name of Club / Organisation: _____

Contact Name: _____ Contact Tel. Number: _____

Contact Email Address: _____

Alternative Contact Name / Number: _____

Invoice Address: _____

Type of Event: _____

Facilities/Room(s) Required	Date(s)	Time(s) – Start and end time (include setup/break down if applicable)
Equipment Required		Numbers of people who will be on site
		No. Using facilities: Additional People on Site (Spectators etc.):
Special Requirements / Additional Information:		

Quoted Charge (See conditions below) £ _____

Cancellation(s) must be confirmed in writing once Booking Form has been signed to avoid charges.

I hereby apply for use of the facilities detailed above in accordance with the conditions of hire, a copy of which has been supplied to me. I undertake to ensure charges are paid in accordance with these terms and conditions or paid on receipt of invoice.

Signature of Hirer: _____ Date: _____

Please sign and return one copy of the Booking Form and Terms & Conditions of Hire to: Lettings, St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN. You will receive confirmation as to whether your booking request has been successful. Until you receive confirmation from the School, your booking must only be considered provisional. Bookings will always be subject to meeting the conditions laid out in the Terms & Conditions of Hire.