

Notre Dame High School Booking Request Application Form

Accommodation Required	Time From	Time To	Date	Cost per Hour	Total Cost
	Minimum of 2 hours per booking.				
Discount applied (Where applicable)					
TOTAL COST					

Name of Applicant:			
Name of Organisation (if applicable):			
Postal Address (Individual / Organisation):			
Email Address (Individual / Organisation):		Contact Number:	Tel.
Purpose of usage:			
Number of people to be present:		Age range of participants:	
Will any copyright material be used (if yes, please provide details):			
Details of any electrical equipment to be brought into school:		Use of School Equipment: (Please specify your requests). Additional charges may apply:	
Number of supervising adults (if applicable):		Relevant qualifications of supervising adults:	
Any special requirements? I.e. On-site car parking etc.			

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Lettings policy / Letting terms and conditions are adhered to at all times.

Name :

Signed : **Date** :

(I confirm that I am over 18 years of age and that the information provided on this form is correct).

Please return this Form to lettings@notredame-high.co.uk for consideration of approval.

Please note: Completion and return of this Form **does not** constitute confirmation of the Booking.

The school will make contact to confirm the status of the booking i.e. accepted or rejected.

Privacy Notice

Personal information on this form is collected in order that we are able to keep accurate details on record for you in relation to the hire agreement. We will not share the details on this form without obtaining prior written consent from you.

The school Privacy Policy can be accessed on the school website or by emailing data@notredame-high.co.uk . This policy provides fuller details about the way in which we use data, the length of time we store data for and who we will share personal data with.