

Nonsuch Business Enterprises Limited

C/o Nonsuch High School for Girls, Ewell Road, Cheam, Surrey, SM3 8AB T 020-8393-0937 F 020-8393-1128

Booking form for hire of SCHOOL FACILITIES

1 THE HIRER/ORGANISATION

Club or Organisation:

Hirer's Name:

Billing Address:

Postcode:

Telephone:

Day:

Evening:

Mobile:

Email:

@

2 THE ACTIVITY

Activity for which the School facilities are to be used:

Approximate number of participants each session:

Number of car parking spaces required:

3 SESSIONS TO BE BOOKED

Important

In accordance with current regulations, single sessions or a booking for a series of less than 10 sessions will be liable to VAT at the current standard rate. Bookings for a series of 10 or more sessions are VAT exempt.

List below the preferred date(s) and time(s) to be hired. Please use the 24 hour clock (e.g. 19.30 for 7.30 p.m). An example is shown below.

Times of Hire	Facility To be hired	Date	Start Time	Finish Time	Duration (Hours)
Term-time Mon-Fri 18.00 – 22.00 Sat-Sun 09.00 – 22.00	Main Hall	13/4/06	19.00	20.30	1½ hrs
School Holidays Mon-Fri 09.00 – 22.00 Sat-Sun 09.00 – 22.00					
Hire charge per hour Main Hall £50.00 Classroom £20.00 Common Room £32.00 Computer Suite £65.00 Dining Hall £50.00					

Continue on another Booking Form for bookings of more than 10 sessions.

4 DEPOSIT

A deposit of 25% of the total hire fee should be submitted with this booking form. An invoice for the balance will be issued when the hire times and dates have been confirmed.

5 DECLARATION

I hereby acknowledge that I have read and agree to abide by the Terms and Conditions shown overleaf.

Signed:

Date: