

GREEN SCHOOL MANAGEMENT COMMITTEE

**THE GREEN SCHOOL
CHURCH STREET
MARKET DEEPING**

APPLICATION FOR HIRE OF THE GREEN SCHOOL

I,

(Full name in block capitals)

on behalf of

apply for the use of the facilities detailed below and if the application is granted accept the conditions of letting of the Green School Management Committee enclosed with this form

Address
.....
.....
..... **Post Code**

Telephone No

Email:

1. Facilities required:

Front Hall Rear Hall Use of Kitchen Junior tables/chairs

2. Purpose for which premises are required e.g. class, meeting, (For a party specify age group please)

3. Number of persons attending

4. Day(s) and Date(s) for which premises are required.

(For a block booking a full schedule of dates must be attached)

.....
.....

5. Times of hiring (including preparation and clearing away)

Note: Functions to cease at 10.00 pm on Saturday and Sunday evenings

Fromam/pm
To am/pm

6. PLEASE RETURN TO:

Please save and complete and return by email to greenschool@stguthlacs.org.uk

**BACS payments - Sort Code: 204545
Account No: 63775704
Payment by BACS for parties to be made within one week of booking.**

Or post to:
Kevin Dawson
25 Tattershall Drive, Market Deeping, Peterborough PE6 8BS

7. DATA PROTECTION:

The Green School, is a small, not-for-profit organisation that only processes information in relation to the hire of the premises and is exempt from registration under the Data Protection Act. The data on this form will be held for a maximum period of 12 months in locked cabinet after which it will be destroyed in a secure manner. This form and the details on it may be stored for longer if there is a legal reason to do so, such as but not limited to failure to comply with the terms of the agreement. You will only receive correspondence in relation to the hire of the premises and this data will not be shared with any other parties unless required to do so by law. The data on this form will be made available to a member of staff appointed by the committee for opening and closing on the day and any elected committee members.

I, the hirer named on this form, agree to the terms of hire and data protection.

Signature

Date