

LIVINGSTON VILLAGE COMMUNITY EDUCATION CENTRE ASSOCIATION

APPLICATION FOR ONE-OFF LET

Name:.....

Address (including Post Code):.....

.....

Tel No:.....

Reason for Let:.....

Numbers Expected (max 50):.....Age Range (to assist with setting up correct tables and chairs)

The hire charges are:-

- Monday to Friday £6.00 per hour, per room.
- Saturday £16.00 per hour.
- Sundays £26.00 per hour.

Please note at weekends the hire charge is for all three facilities but the minimum hire is for two hours and for full hours only.

Requirements (Please tick)

(Please note if you require time to set-up / clear away this has to be paid for and should be included in the “total time required” and the “total hire charge” below.)

Facilities:- Gym Hall:.....Comm Room 1:.....Comm Room 2:..... Meeting Room:.....

Day & Date:.....

Times:- From:..... To:.....

Total Time Required:..... Total Hire Charge:.....

This form should ONLY be completed if you are unable to book online. Please return, together with full payment and one signed copy of the “Conditions Of Let”, at least three weeks before your let to:-

White Post Box under Community Notice Board in School Foyer

Bank Transfer to :- Sort Code 80 08 80 Account No :- 00499658

Cheques should be made payable to:-

“LIVINGSTON VILLAGE COMMUNITY EDUCATION CENTRE ASSOCIATION”

PLEASE NOTE ROLLER BLADES, ROLLER SKATES, “HEELY” SHOES OR ANY OTHER WHEELED FOOTWEAR ARE NOT ALLOWED IN THE SCHOOL

