

Lettings Application Form

Note to applicant

Please carefully read the regulations for the letting of premises at the College before completing this form. The regulations can be found at www.fromecollege.org/community/hospitality-and-hire

**PLEASE USE BLOCK CAPITALS AND BLACK INK –
THIS WILL ASSIST US WHEN PHOTOCOPYING YOUR APPLICATION**

Name of organisation					
Name of applicant					
Applicant's address				Post code	
email address					
Daytime telephone	Home telephone		Mobile telephone		
Accommodation/facilities required	Purpose of hire	Day(s) required	Dates required	Time required*	
				From	To
Please specify any special resources/requirements. Please note they may be subject to availability.					
Do you wish the letting to continue through the school holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No					

* Times should allow for any preliminary preparation and clearing away

Continued overleaf...

Insurance

Public Liability Insurance of £5m is a requirement of Somerset County Council for all users of the Council's facilities.

- We have our own Public Liability Insurance of £5m and have attached a copy of our certificate to this application.
- We require Public Liability Insurance to be arranged by the College and understand it will incur an additional 12% fee.
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Signature of applicant: Date:

In signing this form I agree to take FULL responsibility for ensuring the College remains secure during the letting. On behalf of the organisation I personally agree to be responsible for the fees charged in respect of this letting and I agree to abide by the regulations stated in the College Lettings Regulations, the contents of which I have read and understood.

I confirm the necessary risk assessments have been completed.

I confirm that I am over the age of 21.

Please return this form and, if applicable, your certificate of insurance to:

External Lettings Coordinator
Frome College
Bath Road
Frome
BA11 2HQ

Lettings office hours 10 am – 2 pm, term time only.

- t. 01373 469006
f. 01373 469078
e. FCC.Lettings@fromecollege.org
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**IF YOU NEED TO SPEAK TO THE LETTINGS TEAM OUTSIDE SCHOOL HOURS
PLEASE PHONE 07880 042842**

ALL ROOMS TO BE LEFT AS FOUND PLEASE