

LETTINGS APPLICATION FORM

NOTE TO APPLICANT: BEFORE COMPLETING THIS FORM, PLEASE READ CAREFULLY THE LETTINGS REGULATIONS FOR THE LETTING OF THE PREMISES AT THE COLLEGE.

**TO BE COMPLETED BY THE APPLICANT
(PLEASE TYPE OR USE BLACK INK – THIS WILL ASSIST US WHEN
PHOTOCOPYING**

SECTION 1 PURPOSE OF HIRE	
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SECTION 2	
NAME OF ORGANISATION	
NAME OF APPLICANT	
APPLICANTS ADDRESS	
POST CODE	

Email Address		
TELEPHONE NUMBER:	HOME:	WORK:

SECTION 3					
ACCOMMODATION/FACILITIES REQUIRED	PURPOSE OF HIRE	DAYS(S) OF WEEK	DATES REQUIRED	TIMES REQUIRED* FROM TO	

PLEASE SPECIFY AND SPECIAL RESOURCES/REQUIREMENTS, BUT PLEASE NOTE THESE MAY NOT BE AVAILABLE	
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DO YOU WISH THE LETTING TO CONTINUE THROUGH THE SCHOOL HOLIDAYS **YES / NO
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* TO INCLUDE PRELIMINARY PREPARATION AND CLEARING AWAY

** DELETE AS APPROPRIATE

SECTION 4 INSURANCE

Public Liability Insurance of £5m is a requirement of Somerset County Council for all users of the Council's facilities, and a **copy as evidence of such insurance needs to be provided.**

We have our own Public Liability Insurance of £5m and attach herewith a copy of our policy

We require Public Liability Insurance to be arranged by the College, and understand it will be an additional charge of 12% on top of the hire cost.

SECTION 5

I 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.

SIGNATURE OF APPLICANT:		DATE:	
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**IF YOU NEED TO SPEAK TO THE LETTINGS TEAM OUTSIDE OF SCHOOL HOURS
PLEASE PHONE: 07880 042842 (WEEKDAYS 6pm to 9pm) 07702 871425
(WEEKENDS)**

ALL ROOMS/FACILITIES TO BE LEFT AS FOUND PLEASE

For office use only

YOUR BOOKING IS CONFIRMED / NOT POSSIBLE.

Signed:

Date:

Please return to: External Lettings Co-ordinator, Frome College Lettings, Bath Road, Frome, BA11 2HQ (office open between 10.00am – 2.00pm Term Time Only)

Tel: 01373 469006

Email: FCC.Finance@fromecollege.org