

**WELLESLEY PRIMARY SCHOOL**

Edgworth, Yate, Bristol, BS37 8YR

Telephone: 01454 866740

**LETTING FORM**

Accommodation/ Facilities Required	Purpose of Hire	Day of week	Date: From	Date: To	Time: From	Time: To

Do you wish the letting to continue through the School Holidays? Yes/No

Name of Applicant:	Telephone No:
Email Address:	Mobile No:
Full Postal Address:	
Name of Organisation:	
I confirm my liability insurance provides sufficient cover.	
Signature of Applicant:	Date:

*By signing this letting form you are agreeing to the terms, conditions and letting fees as laid out in the lettings policy.*

**FOR OFFICE USE ONLY:**

I recommend that this application is Approved / Not Approved:	Comments
Signed: _____ Date: _____	

Accommodation	Equipment	Hourly Charge	Weekly Charge	Annual Charge	VAT	Total
		Total -				

Single Payment of: £.....	Payment by Instalments of £..... Due dates of payment:	
Receipt No:.....	1            5            9 2            6            10 3            7            11 4            8            12	

LETTING NO:14151....