



SUDBURY PRIMARY SCHOOL & NURSERY UNIT

LONDON BOROUGH OF BRENT

Watford Road, Wembley, Middlesex, HA0 3EY

Tel: 020 8385 4444

Fax: 020 8385 4441

Email: admin@sudbury.brent.sch.uk

Web: www.sudbury.brent.sch.uk

Respect Responsibility Integrity Compassion Humility

BOOKING FORM FOR HIRE OF SCHOOL PREMISES

Name of the hirer (in block capitals): _____

Organisation Name (in block capitals): _____

Address: _____

Home Tel: _____

Organisation/Work Tel: _____

Mobile: _____

Fax: _____

(Checks will be carried out to verify the authenticity & legality of your organisation. Your booking may be refused if these details cannot be verified)

Type of function (please provide full details): _____

Facilities required:	Please tick your requirement		
Sudbury Hall <input type="checkbox"/>	Training Room <input type="checkbox"/>	Playground <input type="checkbox"/>	
Old Building – Victorian Hall <input type="checkbox"/>	Sudbury Dining Hall <input type="checkbox"/>		

Date of function: _____ No of guests _____

Required Time From: _____ To: _____

Please tell us how you heard about this venue: _____

Office Use Only:

Deposit of £500/£1000 Date paid: _____ Received By: _____

Total Price of Hire: _____ Date paid: _____ Received By: _____

NB/ Hire cost includes cleaning charge of £50.00. All payments by cheque made payable to Sudbury Primary School 21

days prior to function, any cancellations must be made 10 working days prior to date of function. We retain the right to withhold refund of deposits for the reasons laid out on our deposit booking form. All guests must vacate the premises by 11.30 p.m. unless previously agreed with the Headteacher, Mrs Ragheb, for which extra charges will apply.

I have read the above and I understand and agree to the Terms and Conditions for the hiring of premises at Sudbury Primary School. I can confirm that at no time during the function will any group or individual with links to terrorist organisations and/or who preach racial (or other) discrimination or hatred will be allowed to take part in said function in person or through any form of media.

Signed: _____ (Name of Hirer) Date: _____



Company Registration No. 8147330

Registered Office: As Above

Registered in: England and Wales



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DEPOSIT HIRE REFUND FORM

Name of the hirer (in block

capitals): _____

Date of function: _____

Cheque No: _____

*Your full deposit has been returned, cheque enclosed.

*Your full deposit has been retained due to damage caused by yourself or one of your guests during your let.

Damage report: _____

*Your full deposit has been retained due to over running your scheduled hire times as follows:

Hire time: From: _____ To: _____

Actual Time: From: _____ To: _____

*You did not give appropriate cancellation time for the hire of our premises.

*Your full deposit has been retained due to your failure to comply with booking terms and conditions No.1 and/or 2.

Signed: _____

Date: _____



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