

KINGS ROAD PRIMARY SCHOOL LETTINGS - BOOKING FORM

Please complete the form below detailing your requirements

Headteacher
Mr D. A. Morgan
Deputy Headteacher
Miss L. Grimsley
Chair of Governors
Mr P. O'Keefe



Kings Road Primary School

Name of Hirer:		
Address of Hirer:		
Position: (e.g secretary, in case of Group)		
On behalf of (Name of Group):		
Contact person:		
Contact number(s):		
Contact Email(s):		
Date(s) of booking:		
Start and end time(s):		
Number of people expected:	Adults:	Children:
Will a music/performance license be needed?	Yes	No
Equipment required:		
Other arrangements:		
I have read and accept the letting policy and the terms of use and confirm that I am aged over 18 years.		
Signed (Hirer) :		Date:

No letting should be regarded as "booked" until all requested paperwork has been submitted and a signed Contract Agreement issued by the school. The School has the right to refuse any application or cancel bookings.