ST. ANTONY'S CATHOLIC COLLEGE FACILITIES LETTING QUOTATION REQUEST

CONTACT NAME:	
ORGANISATION NAME:	
ADDRESS:	
POST CODE:	
TELEPHONE NO. DAYTIME: EVENING:	
WHICH FACILITY TO BE USED:	
APPROXIMATE NUMBER OF PEOPLE:	
SESSION DATES AND TIMES REQUIRED:	
Plance tick any applicable hoves:	
Please tick any applicable boxes:	
 School equipment to be used (not including tables and chairs) 	
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2. Facilities to be used for a sporting activity	
3. This booking is for less than 10 sessions	
4. The sessions will be used for differing activities	
5. The interval between sessions is more than 14 days	
6. This booking is being made by a commercial enterprise	
7. Please tick if you hold public liability insurance	
8. Please tick if a copyright licence for performance is held	
(We will need to see confirmation). If insurance cover is not held, and you are not a commercial organisation, this is available from Trafford's insurers, Travelers, policy number: UK POP 3740374 indemnity limit £5m for any one event (unlimited period). Cover is intended to protect the school and hirers that buy into it against claims for negligence pursued by other parties. It does not provide cover for the hirers themselves, just their legal liabilities in relation to allegations of negligence. The school can arrange this cover. A charge of 10% of the total hire cost will be made.	
The terms and conditions of letting are enclosed with this form and must be signed as read before agreement to hire is made either in writing or by verbal consent.	
Signed byon behalf of the above named organisation.	
Date	