



Sawtry Village Academy

Fen Lane, Sawtry
Huntingdon
Cambridgeshire
PE28 5TQ

01487 830701
www.sawtryva.org

APPLICATION FOR HIRE OF PREMISES – NO SMOKING

Applicants Name (BLOCK CAPITALS PLEASE)

Email address..... Phone number.....

E-mail of organisation	
Nature and object of meeting	
Will any copyright material be used?	
Estimated number of people to be present	
Estimated number of children under 8 years to be present	
Will all persons be members of the Organisation? (please note max capacity in school hall 200-250 people)	
Will charges be made, if so how much and what for?	
To what purposes will any proceeds be donated?	

Facilities required	Time From - To	Dates	Total hours	Cost per hour	Total cost
Main Hall with Toilets and Canopy area				£	£
Classrooms Required?				£	£
Refectory?					
Total Cost					£



Norman



Archers



Ermine



Saints



Oak



Meridian Trust

Access - Please state time access required

Any Other Relevant Information

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Address

Telephone Number

Invoicing Name

Address

Signed Date

Position held

Please be aware that any fundraising events where music is being played in all instances it is the responsibility of the hirer to obtain a Public Performance Licence. PPL 020 7534 1070.

A non- refundable deposit of £50.00 is required to secure your booking

Please note, hours of hire can only be carried out until 11.00pm, any time after 11.00pm, will be charged at £75 an hour, regardless of length of time.