

Day Hire Form

Name of Group:.....

Organiser:.....

Address:.....

Telephone No.: (Home) (Work).....

Estimated Number: Adults

Children (under 12)

Date:

Arrival Time:Departure Time:

Requirements

Please state the requirements for the function

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Please enclose a non-returnable booking fee of £20.

Cheques should be made payable to Moorlands College

This form, duly completed and signed, together with the acknowledgement from the College, form a Contract of Hire between Moorlands College and the organisation named above. The organiser is responsible for ensuring that the College policy of no smoking and no alcohol on site is observed, and this forms part of the Contract.

Should the booking be cancelled, the following fees will be charged within the relevant cancellation period:

6 months	Deposit only
3-5 months	25% of booking value
1-2 months	50% of booking value
less than one month	Total booking value

Signature of Organiser:

Date: