

Olveston CEVC Primary School
Elberton Road
Olveston
Bristol
BS35 4DB



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olvestonprimary.school@southglos.gov.uk

OLVESTON SCHOOL LETTINGS FORM

To the Governing Body of Olveston CEVC Primary School

I (please print)

Of (organisation)

Being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated below:

Accommodation Required: Wike Hall Playground School Field*
*please delete as appropriate

Date(s) required:

Time: From To

Chairs/Tables required:

Any other equipment required (eg OHP):

Estimated number of people attending:

Will people be charged for attending, if so how much and what for?

.....
I have read the school's letting policy and on behalf of my organisation agree to follow all conditions of the policy. I will also ensure that my organisation leave the accommodation in the condition in which it is found.

- I confirm that my organization has public liability insurance to the value of at least £5 million
OR
- I would like to purchase insurance through the school – price to be confirmed when booking
(please tick as appropriate)

Signature of Applicant Date:

Occupation/Position in Organisation.....

Address

.....

Tel No: Home..... Mobile



FOR SCHOOL USE ONLY

Letting application approved by

Date of approval

Total cost

Deposit of £ due by

Balance of £ due by

Deposit received by Date

Balance received by Date

