

Appendix 3 – Booking Interest Form

If you would like to book one of the spaces in the school, please complete this form and return it to:

lettings@marjorykinnon.hounslow.sch.uk

Name of group/organisation..... Contact name.....

Address of organisation.....

Email..... Mobile.....

Purpose of letting and summary of activities

Number of attendees expected

Area Requested	Date(s) Requested	Start Time	Duration	No. of Participants
Hall (for sports and events)				
Half Hall (for sports and events)				
Classroom				
Dance Studio				
Training Room				
Dining Hall				
Food Tech Room				
Meeting Room				
Sports Field				
Playground				
Multi Use Games Area (for football, netball, etc.)				

If you would like additional facilities please let us know below:

Facility	Please give details
Stage in the Hall (with ramp if required)	
Stage lighting	
Carpet on the Hall floor (a requirement for some bookings)	
Chairs (for how many people) and/or tables	
Projector & Screen	
PA system and/or Mobile Mic	
Refreshments / Catering	

- Please supply all dates required (and an annual programme if possible) so we can plan ahead.
- All Hirers must have Public Liability Insurance cover (£5million).
- Hirers must have Employer's Liability cover (£10million) where employees/volunteers are on the school site.
- Hirers must comply with the safeguarding requirements contained in the latest "Keeping Children Safe in Education" statutory guidance from the Department for Education (DfE) and in the DfE's "After-school clubs, community activities, and tuition - Safeguarding guidance for providers" document.

Please contact the school Office if you have any questions either on 020 8890 8890 or by email to lettings@marjorykinnon.hounslow.sch.uk. We will respond to your booking request as soon as we can.