



APPLICATION FOR HIRE OF COLLEGE FACILITIES

Applications and enquiries to:

St Vincent College Mill Lane Gosport PO12 4QA
Telephone: Simone Crichton (Facilities and Lettings) 02392603582
Main Reception 02392 588311
e-mail: bookingenquiries@stvincent.ac.uk
gkiloh@stvincent.ac.uk

Name of organisation

Name and Address of Applicant
(to whom correspondence may be sent)

Name and Address of Treasurer
(to whom invoice may be sent)

Telephone No.....

Email
Telephone No

Purpose of Hire.....

Estimated number of participants.....

Facilities and equipment required (tick box)

- | | | |
|-----------------------------------------|------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Room(s) | <input type="checkbox"/> Sports Hall | <input type="checkbox"/> Badminton |
| <input type="checkbox"/> Jervis Gallery | (4 courts) | <input type="checkbox"/> Netball |
| <input type="checkbox"/> Dance Studio | <input type="checkbox"/> Pitch A (Grass) | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Pitch B (Grass) | |
| Studio/Theatre | <input type="checkbox"/> AGP | |

1. Other please specify

2. Number of rooms required

Date required

(If multiple dates required please fill out the bottom of this form)

Please note setting/tidying up is part of the actual booking time.

Equipment Hire

No electrical equipment allowed on site without prior notification, all electrical equipment must be portable appliance tested. However, the college can provide the following for an extra cost.

Overhead projector and screen	
Data Projector and Screen	
Flipchart/pens	£3.00
Staging	Price on Application
P.A. system	Price on Application
Wired microphone	Price on Application
Wireless microphone (clip on)	Price on Application
Wireless microphone (hand held)	Price on Application
Laptop	Price on Application

Catering facilities will be provided from vending machines, or by arrangement with the contracted college caterers. The college regrets that it is not possible to sell or dispense other food/drink on the premises.

A non-refundable deposit of 10% where a single booking exceeds £100 is required. Bookings over £500 will be charged £125 waver bill for damages. Events - please note, a solitary booking on a Saturday evening or Sunday day/evening will incur a minimum charge, price on application. Events – price on application

For larger lets please attach details of room layouts and additional information as appropriate, e.g. number of seats etc.

Details of setting up/preparation for let/special arrangements:

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Details of room layout (seats, staging etc.) attach separate plan if necessary

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Signature of Hirer

Confirmation of booking – the applicant will be notified by e-mail or telephone

Agreed by Director of Estates & Facilities

..... Date.....
Graeme Kiloh

