



**APPLICATION FOR HIRE OF COLLEGE FACILITIES**

**Applications and enquiries to:**

St Vincent College Mill Lane Gosport PO12 4QA  
Telephone: Joanne Smith (College Safety & Lettings Officer) 02392 603582  
Main Reception 02392 588311  
e-mail: [bookingenquiries@stvincent.ac.uk](mailto:bookingenquiries@stvincent.ac.uk)  
Out of Hours – Graeme Kiloh – 07824 536768

**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 highlight calendar attached)

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

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:

.....  
.....

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

.....  
.....  
**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.**

Flipchart/pens	£5.00
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.

- 
- **Where a single booking exceeds £100 a non-refundable deposit of £50 will be required.**
  - **Bookings over £500 will be charged a non-refundable deposit of £150 along with a £150 waiver bill for damages.**
  - **Bookings exceeding £900 will be charged a non-refundable deposit of £250 and a waiver fee of £500 for damages.**

**Events - please note, a solitary booking on a Saturday evening or Sunday day/evening will incur a minimum charge, PRICE ON APPLICATION.**

**For more information on waiver fees – please refer to the terms & conditions**

---

**DECLARATION**

Before submitting please check that you have completed the necessary sections, since once the application has been submitted you will not be able to change it anymore.

I agree to the College processing data contained in this form and any other data that the College may obtain from me or other people whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety or any other legitimate reason within the terms of the College’s registration under the 1988 Data Protection Act.

I agree that this information may also be shared with the Local Authority, my school, other local colleges and any other relevant institutions in order that these organisations can plan appropriate education provision for learners in the area. I understand that you may contact my current school or college for a reference.

You can access the full text of the College’s Data Protection Policy at [www.stvincent.ac.uk](http://www.stvincent.ac.uk)

Tick to indicate you agree

**Signature of Hirer** .....

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

**Agreed by Director of Estates & Facilities**

..... Date.....