



205 DYKE ROAD
HOVE
EAST SUSSEX BN3 6EG
01273 552200 FAX 01273 563139

Application to Hire Facilities
BRIGHTON, HOVE and SUSSEX SIXTH FORM COLLEGE
Academic year August 2009 – July 2010

NAME OF HIRING ORGANISATION.....
Organiser's name.....
Address.....
Telephone number..... Mobile number.....
Email address.....
Invoice address (if different from above).....
.....

PURPOSE OF HIRING:

DATES AND DAYS REQUIRED (include the **first** and **last** dates required and specify any dates in between, for example during school/college holidays, that you **do not** want to book – please refer to the attached calendar)

Total number of sessions booked: _____ Term Time only? (please see term dates overleaf)

ACTUAL TIMES REQUIRED (please include preparation time and time for cleaning afterwards):

ROOM(S) REQUIRED:

WILL ANY OTHER FACILITIES BE REQUIRED? e.g. piano/specialist equipment

IT Equipment AV Equipment Catering None Other

Please note that additional paperwork must be completed to book / order equipment or catering.

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the conditions governing this letting and understand them. I agree to abide by them and to pay the sum due before the letting takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this letting. I am over 18 years old.

Name (print) Signature Date

TO BE COMPLETED BY THE COLLEGE: This Hiring has been approved for, and on behalf of, the College.

Date..... Signature of Estates Manager

Internal Booking External Booking FOC Chargeable

Booking Reference Debtor account number

Special rate agreed/caretaking to be charged.....

August 2009 – July 2010 College Calendar

Our rooms are available to hire all year round, including all school/college holidays **except** Christmas and New Year.

We will **not** be open to lets on Bank Holidays and during regular college events, as follows:

2009

- Monday 31st August – Bank Holiday
- Wednesday 18th November – Open Evening
- Thursday 19th November – Open Evening
- Thursday 24th December to Sunday 3rd January 2010 inclusive – Christmas and New Year closure

2010

- Friday 2nd April – Good Friday
- Monday 5th April – Easter Monday
- Monday 3rd May – Bank Holiday
- Monday 31st May – Bank Holiday

There may be other college events planned which limit the availability of our venues, e.g. the Main Hall and the Sports Hall will not be available during exam periods which are expected to take place the between 11th and 29th January, and 17th May to 30th June 2010.

For information our term dates for the 2009 / 2010 academic year are:

Autumn Term 2009

Starts Tuesday 1st September
Ends Friday 23rd October

Starts Monday 2nd November
Ends Friday 18th December

Spring Term 2010

Starts Monday 4th January
Ends Friday 12th February

Starts Monday 22nd February
Ends Wednesday 31st March

Summer Term 2010

Starts Monday 19th April
Ends Friday 28th May

Starts Monday 7th June
Ends Tuesday 20th July