



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 2010 – July 2011

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 2010 – July 2011 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:

2010

- Monday 30th August – Bank Holiday
- Wednesday 10th November – Open Evening
- Thursday 11th November – Open Evening
- Friday 24th December to Monday 3rd January 2010 inclusive – Christmas and New Year closure

2011

- Friday 22nd April – Good Friday
- Monday 25th April – Easter Monday
- Monday 2nd May – Bank Holiday
- Monday 30th 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 in January, May and June 2011.

For information our term dates for the 2010 / 2011 academic year are:

Autumn Term 2010

Starts Tuesday 31st August
Ends Friday 22nd October

Starts Monday 1st November
Ends Friday 17th December

Spring Term 2011

Starts Tuesday 4th January
Ends Friday 18th February

Starts Monday 28th February
Ends Friday 8th April

Summer Term 2011

Starts Tuesday 26th April
Ends Friday 27th May

Starts Monday 6th June
Ends Tuesday 19th July