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 HOVE  
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**Application to Hire Facilities**  
**BRIGHTON, HOVE and SUSSEX SIXTH FORM COLLEGE**  
 Academic year August 2011 – July 2012

NAME OF HIRING ORGANISATION .....

Organiser's name.....

Address.....

Telephone number.....Mobile number .....

Email address .....

Invoice address (if different from above) .....

.....

PURPOSE OF HIRING:

HOW DID YOU HEAR ABOUT US?

**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

None  AV Equipment  IT Equipment  Catering  Other  .....

Please note that additional paperwork must be completed to book equipment or order catering. This will be emailed to you if you have indicated your requirements above.

**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 .....

**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  Debtor account number.....

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

## Actions taken by Finance & Reception staff

Date booking form received and passed to NCB for approval:

Latest date to receive payment for one-off booking (i.e. one week before date of booking):

Action	Initials	Date done
Entered on Outlook		
Passed to Finance Assistant for invoice (one-off bookings only)		
Confirmation email / letter sent (and invoice if applicable)		
Booking form / copy of confirmation filed in yellow External Lets folder		
Payment in full received (if applicable)		

## Further communication with organiser

Details e.g. cancellation, change of times, IT/AV/catering booking form	Initials	Date done

Invoice date	Invoice number	Invoice date	Invoice number

## Sports Hall bookings

Action	Initials	Date done
Letter re January exams sent		
Letter re May/June exams sent		

# PLEASE DETACH AND KEEP FOR YOUR RECORDS

## August 2011 – July 2012 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:

### 2011

- Monday 29<sup>th</sup> August – Bank Holiday
- Wednesday 9<sup>th</sup> November – Open Evening
- Thursday 10<sup>th</sup> November – Open Evening
- Friday 23<sup>rd</sup> December to Monday 2<sup>nd</sup> January 2012 inclusive – Christmas / New Year closure

### 2012

- Friday 6<sup>th</sup> April – Good Friday
- Monday 9<sup>th</sup> April – Easter Monday
- Monday 7<sup>th</sup> May – Bank Holiday
- Monday 4<sup>th</sup> June – Bank Holiday
- Tuesday 5<sup>th</sup> June – Queens Diamond Jubilee

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 2012.

For information our term dates for the 2011 / 2012 academic year are:

### Autumn Term 2011

Starts Thursday 1<sup>st</sup> September  
Ends Friday 21<sup>st</sup> October

Starts Monday 31<sup>st</sup> October  
Ends Friday 16<sup>th</sup> December

### Spring Term 2012

Starts Tuesday 3<sup>rd</sup> January  
Ends Friday 10<sup>th</sup> February

Starts Monday 20<sup>th</sup> February  
Ends Friday 30<sup>th</sup> March

### Summer Term 2012

Starts Monday 16<sup>th</sup> April  
Ends Friday 1<sup>st</sup> June

Starts Monday 11<sup>th</sup> June  
Ends Tuesday 17<sup>th</sup> July