**A picture containing text, clipart

Description automatically generated**

**APPENDIX 1 – APPLICATION FORM FOR HIRE OF A DENBIGH ALLIANCE FACILITY**

|  |  |
| --- | --- |
| **HIRER DETAILS** | |
| **Company name**  **(If not applicable use**  **N/A)** |  |
| **Contact Name** |  |
| **Contact email and phone**  **number** |  |
| **Contact Address**  **Please enter full postal address** |  |
| **Have you hired Denbigh Alliance facilities before? If not, how did you hear about us?** |  |

**EVENT/ACTIVITY DETAILS (REGULAR HIRE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Venue/space required**  **(Please tick all applicable)** | **Main**  **Hall** | **Activity**  **Studio** | **Astro** | **Sports Hall** | **Other** |
|  |  |  |  |  |
| **Day(s) required** |  | | | | |
| **Start time** |  | | | | |
| **End time** |  | | | | |
| **Booking start date** |  | | | | |
| **Booking end date** |  | | | | |
| **Description of activity/event** |  | | | | |
| **Expected attendance numbers** |  | | | | |
| **Any additional requirements e.g. equipment, changing rooms?** |  | | | | |

**EVENT/ACTIVITY DETAILS (ONE-OFF HIRE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hire date(s) & number of**  **hours required**  **Please specify what activity on each date i.e. Set up/ Rehearsal/Performance/ Pack up** |  | | | | |
|  | | | | |
|  | | | | |
| **Venue/space required**  **(Please tick all applicable)** | Main  Hall | Activity  Studio | Sports Hall | Classroom | Other |
|  |  |  |  |  |
| **Event start & finish time** |  | | | | |
| **Nature of the**  **event/performance with brief description** |  | | | | |
| **Provisionally expected audience size** |  | | | | |
| **Any additional requirements, such as use of equipment?** |  | | | | |

**TECHNICAL REQUIREMENTS**

We may be able to include a lighting or sound operator within the price of our venue hire. Please specify if you would require an operator and what the technical requirements of the performance are.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lighting Operator** |  | **Sound Operator** |  |
| **Technical requirements** |  | | |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **Please add any additional information regarding your request** |  |

If we can accommodate your booking, we will email you with an initial estimate for the hire and invite you in to look around the facilities, if you have not already done so. We will then finalise your requirements and confirm costs. If you wish to go ahead this will be confirmed via email and you will be asked to complete the application form and accept the terms and conditions of hire.

**Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of hirer**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company name if applicable**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete the above and send to the appropriate lettings primary contact.

Denbigh School – [Lettings@Denbigh.net](mailto:Lettings@Denbigh.net)

Watling Academy - [Lettings@Watling.academy](mailto:Lettings@Watling.academy)

Watling Primary School – [WPSlettings@thedenbighalliance.org.uk](mailto:WPSlettings@thedenbighalliance.org.uk)