



OUTWOOD ACADEMY BRUMBY
 CEMETERY ROAD, SCUNTHORPE, DNI6 INT Tel: 01724 860237
 Email: lettings@brumby.outwood.com

Application for Event Hire

Please complete all sections and return to the Academy Lettings Coordinator

Name of Club/Organisation * If applicable			
Name of Hirer			
Address			
Name & Address for Invoices *if different from above			
Contact Number *A contact number must be provided for a person who will site on the day of the event			
Email Address			
Facility Required			
Sport/Activity			
Changing Facilities required?			
Day			
Date			
Start Time		Finish Time	
*Please note: The time you have booked includes setting up and putting away. You must vacate the area with your equipment by the end of your booking time. Additional charges will be incurred if your event finishes late.			
Number of Participants			
Participants Age			

Range (If Juniors under 18)

***Payment Methods** - Invoices for lettings events hire may be settled by cash, cheque or BACS transfer

Office Use Only

Area/ Facility	Time Required		Hourly Hire Charge £
	FROM	TO	
Total Weekly Charge			
		Yes	No
Copy of Terms & Conditions received & checked			
DBS received (CRB) - if applicable			
First Aid Certificate received - if applicable			
Confirmation Letter Sent			
Lettings Pack Sent Including: *Health & Safety, Fire & Emergency Procedures *Map & Directions			
Notes			
Signed Off By		Date	