



LONDON ENTERPRISE ACADEMY
LETTINGS APPLICATION FORM

Applicant Details:

- **Name of Applicant:** _____
- **Address:** _____
- **Telephone Number:** _____
- **Email Address:** _____

Organisation Details:

- **Name of Organisation:** _____
- **Activity of Organisation:** _____

Premises & Booking Details:

- **Details of Premises Requested** (e.g. Dining Hall, Sports Hall, Classrooms, etc.):

- **Date(s) Required:**

- **Day of the Week:** _____
- **Start Time:** _____

Finish Time: _____

please allow time for preparation and clean up. Be mindful of your finishing time as you will be charged for extra hours or risk losing your deposit. Also the minimum booking requirement is three hours)

Event Information:

- **Purpose of Booking:** _____
- **Maximum Number of Participants:** _____
- **Age Range of Participants:** _____

Facilities & Equipment Required: _____

- **Do you need a PA system?** (Yes/No)
- **Do you need a projector?** (Yes/No)
- **Do you need tables and chairs?** (Yes/No)
- **Do you need tea and coffee?** (Yes/No)

Insurance & Compliance:

- The hirer confirms that **adequate and appropriate insurance cover** is in place for the activity, as evidenced by the provided insurance schedule. *(See Terms and Conditions for details)*
- The hirer confirms that **First Aid arrangements** are in place and that they have understood the **fire and emergency evacuation procedures**. *(See Terms and Conditions for details)*
- The hirer agrees to comply with the **regulations regarding the use of personal electrical equipment**. *(See Terms and Conditions for details)*

Deposit & Payment:

- A **£200 deposit** is required which will be refundable in accordance with the Terms and Conditions.
- **All payments must be made before the event date** otherwise the booking will be cancelled.

Additional Information:

Confirmation & Signature:

I confirm that I am over 18 years of age and that the information provided on this form is correct.

- **Name:** _____
- **Signature:** _____
- **Date:** _____