



**TOM HOOD COMMUNITY SCIENCE COLLEGE**  
**APPLICATION FOR THE HIRE OF FACILITIES**

<b>Name of Organisation</b>			
<b>Contact Name</b>			
<b>Contact Address</b>			
		<b>Postcode</b>	
<b>Contact Tel No</b>		<b>Mobile</b>	
<b>E Mail</b>			

**HIRE DETAILS**

Date (i.e 1 <sup>st</sup> January 2008)	Facility	Time
		NB. Please include set-up for the event., not just the event time itself

**EVENT DETAILS**

<b>Number of Participants (including spectators)</b>		<b>Event Title</b>	
<b>Catering requirements</b> <small>(state location you wish refreshments to be served)</small>			
<b>Equipment Requirements</b> <small>(e.g. IT, sport, chairs, tables etc space for registration)</small>			
<b>Other Requirements</b> <small>(e.g explain room set-up requirements, )</small>			

Please return completed form to *Lettings Administrator, Tom Hood Community Science College, Terling Close, Leytonstone, London E11 3NT*

**FOR OFFICE USE ONLY**

<b>Date Received</b>		<b>Date Confirmed</b>		<b>Invoice No</b>		<b>Invoice sent</b>	
<b>Booking Pro</b>		<b>£ Mar Paid</b>		<b>Catering</b>		<b>Caretakers</b>	