

The Valley School Lettings Agreement and Booking Form



Hire Summary

The Valley School
Broadhall Way
Stevenage
Hertfordshire
SG2 9BN

Part of School Premises to be used _____

Reason for usage _____

Hirer Name & Email _____

Hirer Billing Address _____

Start Date _____

End Date _____

Hire Charge _____ (TVS)

Payment Dates (Half-termly in advance) _____ (TVS)

Refundable Deposit (will be held for damages) _____ (TVS)

Hours of Use/Hire Period _____

School Contact Details _____ (TVS)

Hirer Phone Number _____

Emergency Contact Details (if different) _____

Special Arrangements _____

Signed on behalf of the School _____

Signed on behalf of the Hirer _____

Date _____