

# Lettings Booking Form



**Contact:** Moss Hall Junior School,  
Nether Street, Finchley, N3 1NR  
Tel: 020 8445 7965  
Email: [lettings@mosshalljnr.barnetmail.net](mailto:lettings@mosshalljnr.barnetmail.net)

Thank you for your recent enquiry. To secure your required function date please complete the form and return to the school office with your £100 deposit. Cheques should be made payable to MOSS HALL JUNIOR SCHOOL.

## SECTION 1: DETAILS OF PERSON(S) HIRING PREMISES

<b>Name:</b>	(INVOICE WILL BE MADE OUT TO THE PERSON NAMED HERE):
<b>Address:</b>	
<b>Contact Number(s):</b>	<b>Home:</b>
	<b>Work:</b>
	<b>Mobile:</b>
<b>Email Address:</b>	
<b>Function Date:</b>	
<b>Function Type:</b>	
<b>No. of People Attending:</b>	
<b>Deposit</b>	
<b>Indemnity Deposit</b>	<b>£100 CASH.</b> See Section 4 of the Terms & Conditions of Hire.
<b>Admin. Fee</b>	A £25 fee applies for any changes to booking <u>after invoice</u> has been raised.
<b>Late Payment Fee</b>	See Section 4 of the Terms & Conditions of Hire.
<b>Late Finish</b>	If the premises have not been vacated by the specified finishing time a minimum charge of one HOUR will be charged. E.G. If a booking specifies it will finish at 5.30pm the school must be vacated by 5.30pm.

**SECTION 2: LETTING REQUIREMENTS:**

<b>FACILITY/IES REQUIRED</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Number of Hours</b>

- Insurance is 10 % of the letting fee (October 2021).
- Please see Section 7 of the Terms and Conditions regarding use of School Kitchen.
- A Caretaker is on site for the duration of the letting. The fee is £22.50 per letting.
- For lettings with 150+ attending a 2<sup>nd</sup> caretaker at £21 per hour is required for the duration of letting. Total number attending must not exceed 180 in the main hall or 100 in the dining hall at any one time.

**SECTION 3: CONFIRMATION OF ACCEPTANCE:**

I have read and agree to comply with the terms and conditions of Moss Hall Junior School’s Letting Policy.

I confirm that the total number attending the event is \_\_\_\_\_ people and does not exceed 180 people in the Main Hall or 100 people in the Dining Hall at any point.

**Name:** \_\_\_\_\_

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