

ST MARY'S CE HIGH SCHOOL  
LETTING/HIRING ENQUIRY FORM



If you are interested in hiring any of the school's facilities please complete the form below and either e-mail to [finance.office@st-maryshigh.herts.sch.uk](mailto:finance.office@st-maryshigh.herts.sch.uk) or return the printed copy to Finance Office, St Mary's High School, Lieutenant Ellis Way, Cheshunt, Herts, EN7 5FB.

Your Details				
<b>Name of Contact:</b>				
<b>Organisation/Club:</b>				
<b>Address (inc postcode):</b>				
<b>Contact Phone Nos.:</b>				
<b>Contact Email address:</b>				
Event/Hire Date(s)				
Day of Week	Start Date	End Date	Start Time	End Time
Your Requirements				
<b>Facility Required:</b> (eg Sports Hall, Main Hall, Gymnasium, Classroom, Dining Hall, Hard Court (Netball/Tennis), Grass pitches etc)				
<b>Equipment/Furniture</b> eg sports goals, netball posts, changing rooms, overhead projector, audio visual requirements, number of chairs/tables required etc				
<b>Other requirements:</b> eg catering				
Additional Information Required				
<b>Number of people attending</b>	<b>Will alcohol be consumed?</b>	<b>Recorded/Live Music Played?</b>		
<b>Nature of activity planned:</b>				
FOR OFFICE USE ONLY:				
Date contact made with enquirer:	Provisional booking made:	YES	NO	
HIRING/LETTING FORM SENT		BOOKING		
Date:	Date Confirmed:	Date Cancelled:		