

Please make cheques payable to:
The Archbishop Lanfranc Academy
Mitcham Road, Croydon CR9 3AS



**ARCHBISHOP
LANFRANC**
A COLOMA ACADEMY

Booking Form No:

Please print, complete in BLOCK LETTERS and return to the above address.

Alternatively, please complete online, save to your computer and email to lets@lanfranc.org.uk

Account Number <i>(Regular Hirers only)</i>			
Name of Hirer			
Name of Organisation			
Postal Address			
Email			
Telephone number(s)			
Facilities requested <i>(please tick all required)</i>	Hall, Dining Hall & Kitchen	<input type="checkbox"/>	Classroom
	Hall only	<input type="checkbox"/>	Gym
	Dining Hall only	<input type="checkbox"/>	3G Pitch
	Kitchen only	<input type="checkbox"/>	3G Pitch (with Floodlights)
Additional Requirements <i>(e.g. Stage, Changing Room...)</i>			
Purpose of function			
Number expected (400 max)			
Date(s) required			
Event Times	Event Start Time:	Event Finish Time:	

Please note:

1. A refundable deposit of £200 is required to finalise your booking. This security deposit is required in addition to your invoiced event cost.
2. Your invoice must be paid in full three months prior to your activity.
3. Should you over-run the stated time you will be liable for extra fees.
4. The Academy buildings and site are an entirely non-smoking area.
5. Damage, breakages, contravening our Conditions of Hire and/or Notice to Hirers (including an event exceeding the maximum capacity) may result in the full loss of deposit.

I agree to accept responsibility for the arrangement for the above-named function and have read and undertake to observe the Conditions of Hire and Notice to Hirers shown at www.lanfranc.org.uk/lets

I confirm that this is a private function and no tickets will be sold in advance or on the day.

Signature of Hirer: _____ Date: _____

For office use only

Date received	Deposit paid	Total cost	Deposit refunded: none/part/full	Deposit held
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Signature of Lets Manager _____