



ELLEN WILKINSON

Primary School

EXPRESSION OF INTEREST FORM FOR THE USE OF ELLEN WILKINSON PRIMARY SCHOOL PREMISES

This form is to be completed by the person responsible, who will act on behalf of the hirer. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire upon enquiry, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the Finance & Facilities Manager and/or Premises Manager on 0207 511 9414.

Context Information

Name of applicant/organisation <i>(including company number where applicable)</i>	
Contact details	Address: Telephone number: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Estimated number of people to be present at each event (please state the maximum)	
Estimated number of children under 8 years of age who are to be present	
Confirmation / details of the safeguarding and child protection arrangements you have in place	
Equipment that you will require from the school <i>(please note we may not always be able to provide this, but will inform you where this is / is not possible)</i>	
Additional equipment	

Ellen Wilkinson Primary School, Tollgate Road, London E6 5UP

Tel: 020 7511 9414 Email: info@ellenwilkinson.newham.sch.uk

Head Teacher: Sue Ferguson



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that you will be providing yourself <i>(please note no electrical items can be used unless PAT tested annually - please speak to the school if you need assistance with this)</i>	
Public liability details <i>(Please provide details of your insurer and confirm you have a current Public Liability certificate that you can present to the school)</i>	

Booking Request Details

Space required	Proposed Start Date	Times		Recurrence details <i>(if applicable)</i>
		From	To	

I understand that by submitting this expression of interest form and by signing below, that I agree to the terms and conditions set out in the school's lettings and premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to premises@ellenwilkinson.newham.sch.uk or to the main school office.

We will be in touch to inform you if your application is successful - usually within 5 business days, and if so, details of the full cost and documents that you will need to share.

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