

**Room Hire/Facility Hire Enquiry Form**

Date of enquiry …………………………………………………….

Name of Hirer/Company/Organisation……………………………………………………………..

Address……………………………………………………………………………………………………………. …………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………..

Contact Name…………………………………………………………………………………………………

Contact Number……………………………………………………………………………………………..

Email address………………………………………………………………………………………………..

Purpose/activity hire required for……………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Type of facility required Hall/Outside play area/Conference Room/Community Room/Nursery………………………..………………………………………………………………………

Access days and times required……………………………………………………………………….

Any other requirements…………………………...........................................................

Email enquiry form to Arwinder Kaur School Business Manager [a.kaur@htcepa.bham.sch.uk](mailto:a.kaur@htcepa.bham.sch.uk) and I will contact you.