

**Room Hire/Facility Hire Enquiry Form**

Date of enquiry …………………………………………………….

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

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

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

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

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

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

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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 Sarah Duffy Office Manager [s.duffy@htcepa.bham.sch.uk](mailto:s.duffy@htcepa.bham.sch.uk) and I will contact you.