ST. JAMES' SCHOOL

A WOODARD SCHOOL

FACILITY HIRE ENQUIRY FORM

Thank you for your interest in booking St. James' School for your function. Please fill in all details where applicable and sign and date the form, on receipt of this form, a member of the School will call you to confirm details and agree a deposit.

Booking Form

Details of person making the booking:

Name:	
Position within company:	
Invoice address:	
Telephone:	
Mobile:	
E-mail:	

Principal Booking details

These details are provisional

Preferred date of event:	
No of attendees:	
Times of booking:	Arrive - Depart -
Equipment required: i.e: projector, flipchart, goal posts	
Details of the event:	

Room hire required

School fields and Pavilion	
Paddock (on site field)	
Classroom: (10 – 15 people)	
Masters room: (20 – 50 people)	
Gisby conference room: (30 to 50 people)	
Markham hall: (120 people)	

SIGNED:	DATE:
PLEASE PRINT NAME:	