



Appendix C

Co Headteacher: Kate Marchesi
Co Headteacher: Maggie Down
Assistant Head: Larissa Cannon
Assistant Head: Helen Woolvet
Inclusion Leader: Jane Mason



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www.stmartinsepsom.school
Strive † Aspire † Succeed

Dear [contact name]

Thank you for submitting your application form for the use of the school premises to us. We are pleased to say the area you have requested is free on the date(s) and time(s) of your request and we would be happy to grant a non-exclusive license to you to use the area for the purpose set out in your request form, subject to the terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date]. If you have not already done so, we will require you to submit to us proof of your public liability insurance.

[If there is any other paperwork you require to see when someone hires the premises add it to the above paragraph]

We have provided with your application form details of our fire prevention and emergency evacuation procedures. Please make sure you are familiar with these before the date of hire. Our estates team will greet you on arrival of your first booking date to show you to the areas you have booked and to ensure you have understood and signed this form.

[Consider stipulations re footwear if appropriate]

You can contact clubs@stmartinsepsom.school with any questions about hiring the premises. The estates team can be contacted in an emergency on 07881 892810. Please only contact if the emergency is related to the premises/site.

We look forward to welcoming you to our facilities

Kind regards

Lettings Team

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