

Wakefield Girls' High School and Queen Elizabeth Grammar School

Hire Facilities:

WGHS

Jubilee Hall	£45 per hour
Hartley Pavilion	£37 per hour
Gym	£27 per hour
Cricket Pitch	
Midweek	£30 per session
Weekend	£40 per session
Hockey Pitch	£30 per session
Mulberry House Hall	£40 per hour

QEGS

Queen Elizabeth Hall	£55 per hour
Dining Hall	£35 per hour
Classroom	£37 per session
Sports Hall	£45 per hour
Junior School Hall	£40 per hour
Pavilion	£40 per hour
Pinderfields Rugby Pitch	£35 per match
Athletics Track	£45 per hour
Football pitch	£35 per match
Theatre	£45 per hour

(These costs cover letting and facility only). Further charges may be incurred if assistance is required in setting up for a function)

Extra Requirements:

Tables	Chairs	Bar Tables	Car Park
Cloakrooms	Gents Toilets	Ladies Toilets	Stage Extension

Please complete this section of the booking form as necessary:

Dates for block bookings:

Date	Time	Date	Time
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.....
.....
.....
.....
.....

Health & Safety

Please send in a risk assessment detailing the activity you are carrying out.

Please contact our Assistant Estates & Contracts Manager, David Cowderoy on 01924 231647 to arrange to go through some Health & Safety procedures.

Please note: If activities are outside school hours you will be required to bring your own mobile phone for emergencies + First Aid kit.

Please return the form to: Mrs B Dransfield 01924 231640
 Wakefield Grammar School Foundation
 158 Northgate, Wakefield, WF1 3UF
 email: barbara.dransfield@wgsf.co.uk

W.I.S. (Education) Ltd

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BOOKING FORM FOR SCHOOL FACILITIES

Name of Organisation

Name of OrganiserTelephone no.....

Email.....

Address

.....Post Code.....

Facility Required

(Please see back of form for details of school facilities which may be booked)

Please give details of the type of function you require the facilities for:

.....

Extra Requirements

(Please give details of numbers of tables, chairs,
etc and use the back of this form to show table/seating plans)

Date(s) of Function

(Please fill in back of form for block bookings)

Time(s) of Function Start..... End.....

Hire Charge £.....

(VAT will be added if less than 10 bookings)

The school accepts no responsibility whatsoever for loss of, or damage to, property belonging to the hirer brought on to the school premises. The hirer will be held legally responsible by the school governors for any destruction or damage caused to school property by the hirer.

Notice will be given by the school if a facility becomes unavailable for hire. Similarly, if the hirer no longer requires the facility the Foundation must be informed at least 14 days prior to the function date, otherwise the hire charge will be payable.

Accepted on behalf of the hirer:

Signed Date

(Until this form is signed and returned, the booking will not be regarded as confirmed)

LM/HCS

BM

CH

DB

Caretaker/Porter