

## Booking Form for Facilities



**The Manor**  
Preparatory School

Please complete this form and return to Jackie Mann the  
Bursary Administrator - [accounts@manorprep.org](mailto:accounts@manorprep.org)

**Name of Licensee (Hirer):**

**Telephone:**

**Address of Licencee:**

**Email:**

If this is a regular group booking please tick age of participants:

Over 18

Under 18

If you have ticked Under 18 please contact Jackie Mann on 01235 858472 to discuss.

**Date(s) of Event(s):**

**Start & End times (Note 1)**

**Details of Function:**

Office Use

No of Hours

Price per Hour

Facilities Required (Please tick)

**Main Hall** (Capacity: 298 seated & 500 standing)

Please note crockery and glasses are not supplied

**Barn** (Capacity: 100 standing & 77 seated)

**Tennis/Netball Courts**

**Sports Hall**

**Please only use the area of the school you have hired and please note that the play equipment in the school grounds is not to be used. As Hirer you are responsible for fire safety and are in charge of the activities conducted within the building during the function. Please sign declaration below.**

Will you be serving drinks or operating a bar:

Yes / No

(Please note that if YES you may need an to obtain an occasional licence from the Local Council)

Estimated numbers attending function:

**Please be aware that any children attending your function are your responsibility during the time you have hired the facility.**

Please state any other requirements:

**Note:**

1. The hire period is subject to mutual negotiation and agreement
2. The school does not have a public entertainment licence and is not able to provide facilities to which members of the public are charged to gain admittance
3. The facilities should be left how they are found. The setting up and clearing away of any seating is the responsibility of the hirer.

I have read & hereby agree to be bound by the terms and conditions (as stated above and enclosed with this booking form) governing the use & hire of the facilities. I am aware, and will follow, the fire procedure document.

Signed:

On behalf of The Manor Preparatory School

Date:

Signed:

On behalf of The Hirer

Date:

**The Manor Preparatory School, Faringdon Road, Abingdon, Oxfordshire OX13 6LN**

**Tel: 01235 858472 • Fax: 01235 559593 • email: [accounts@manorprep.org](mailto:accounts@manorprep.org) • [www.manorprep.org](http://www.manorprep.org)**

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