



Haberdashers' Aske's Federation
Haberdashers' Aske's Hatcham College

PREMISES BOOKING FORM : JERNINGHAM RD SITE, PEPYS RD SITE & NUNHEAD SPORTS HALL

PLEASE READ THE FOLLOWING CAREFULLY AND COMPLETE THE DETAILS REQUESTED BELOW

Please complete and send to Mrs Mendham, Haberdashers' Aske's Hatcham College, Jerningham Rd, London SE14 5NY

Name/Company

Address

E-mail

Telephone no

Mobile no

Event Details

Start Date

End Date

Start Time

End Time

Day of Hire

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

Nature of Event

Numbers attending (Maximum 200)

Important Information

1. Pre – event hire Friday evening 17.00 – 21.00 £120.00
2. **Refundable deposit** against security, damages, or event over-run £200.00 payable only in cash and refunded after the event.
3. **Non – refundable deposit** to secure a specific date £250.00. Cancellation full refund 4 months before date.
4. Consideration will be given at all times to the College's local residents. Music will stop at 23.00; there is an electrical automatic cut out switch which cannot be re-set as damage may occur to equipment.
5. Payments in full must be made 6 weeks before the event.
6. Windows to remain closed at all times
7. All areas hired are to be swept and cleared of all rubbish.
8. Tables are to be stacked next to the stage.
9. Electrical equipment is not available for hire.

This constitutes an agreement between the hirer and HAHC

Signature

Cheques to be made payable to HAHC Trading Ltd.

Contact: Mrs Mendham 020 7652 9508 e-mail st-mendham@hahc.org.uk

Hire charges for Jerningham Site

Classroom	£40.00 ph (Minimum hire 2 hours)
Gymnasium	£85.00 ph

Hire charges for Pepys site

Pepys Site Main Hall + 1 classroom	£100.00 ph
Classroom	£40.00 ph (Minimum hire 2 hours)
Lecture Theatre	£85.00

Hire charges for Nunhead Sports Hall

Sports Hall	£45.00 ph
Outside dry court available	£30 ph min 2 hours