

Stamford Endowed Schools  
Enterprise Ltd

**Mr Chris Finch Sports and Leisure Facilities Manager**  
Stamford Endowed Schools Sport Centre, Stamford, Lincs,  
PE9 1QQ  
t. 01780 750050 e. [cfinch@ses.lincs.sch.uk](mailto:cfinch@ses.lincs.sch.uk)

24 August 2018

Dear Hirer

Thank you for your interest into the facilities available at the Stamford Endowed Schools.

Individuals, clubs and societies requesting the use of Stamford Endowed School (SES) facilities should complete and return the attached booking form which will provide SES with all the information needed to reserve available facilities for your use. An invoice will be sent to you once your booking has been made, on receipt of payment confirmation of your booking will be sent to you and access arrangements identified.

The school does not have the resources available to provide an information service; therefore we request that enquiries are restricted to e-mail correspondence. Bookings for the next school term will be processed once SES fixtures have been identified.

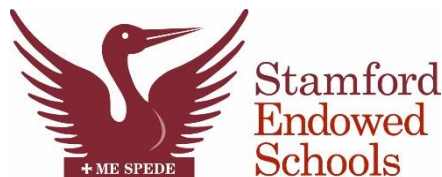
Please complete the booking form if you wish to go ahead with your letting. Current prices and Terms and Conditions of letting can be found in separate documents. If you have not been sent these can you please request a copy.

Kind regards,



Chris Finch  
Sports and Leisure Facilities Manager  
01780 750050  
[cfinch@ses.lincs.sch.uk](mailto:cfinch@ses.lincs.sch.uk)

Registered Charity No: 527618





**Hire of Sports Facilities  
Application of hire – Clubs or Associations**

**Hirer Details**

|   |                    |
|---|--------------------|
| Name of Club or Association :               |                    |
| Name of lead person :                       |                    |
| Address of lead person:                     |                    |
| Address of invoice if different from above: |                    |
| Daytime telephone:                          | Evening telephone: |
| Mobile number:                              | E-mail:            |
| Alternative contact (when on site):         |                    |

**Facility Details**

|  |                             |     |
|--|-----------------------------|-----|
| Facility required for hire:  |                             |     |
| Please select site:  | Boys school / Junior school |     |
| Please state activity (e.g. football, badminton)   |                             |     |
| Please state the number of courts, lanes, pitches you require:   |                             |     |
| Please state anticipated number of participants, spectators for each session: <b><i>Max 30 for the Astro</i></b> |                             |     |
| Dates required (inclusive)   | From:                       | To: |
| Times Required (Timings include setting up and putting away of equipment)  | From:                       | To: |
| Please state equipment expectations, e.g. hockey goals   |                             |     |
| Expected number of vehicles (noting that at the Sports Centre/SS Hall) there is no parking on site)              |                             |     |
| Do we have your liability insurance and teaching certificates on record? If not, this may affect your booking.   |                             |     |
| Person responsible for securing building after each session (if applicable)                                      |                             |     |
| Have you used the facility for this activity within the last 12 months   | Yes / No                    |     |

I hereby apply for use of the facilities as above, in accordance with the Conditions of Hire. I also undertake to ensure that all other conditions of hire are properly observed and the charges are paid on demand.

|            |                         |
|------------|-------------------------|
| Signature: | Date:        /        / |
|------------|-------------------------|

**Please return to:**

**Stamford School, Stamford Endowed Schools Sport Centre, Stamford, Lincs, PE9 1QQ**  
[\(\[sportscentre@ses.lincs.sch.uk\]\(mailto:sportscentre@ses.lincs.sch.uk\)\)](mailto:sportscentre@ses.lincs.sch.uk)