



MARK RUTHERFORD SCHOOL

Wentworth Drive
Bedford
MK41 8PX
Direct Tel No: 01234 290255
Email: lettings@mrus.co.uk



Lettings Booking Form

Booking Number:

Name of Hirer:

Address:

Name of Organisation:

Type of Organisation:
(ie Charitable, Voluntary, Sports Club, Youth Organisation)

Telephone No: Home:

Mobile:

Email Address:

Date(s) of Hire: From:

To:

Time of Hire: From:

To:

Insurance Company:

Policy No:

Facilities Required

Sports Hall	Vicinity	Activity Hall	Sixth Form	Football Pitch	Changing Rooms
Drama Hall		Drama Studio	Dance Studio	Rugby Pitch	Classroom
Month/Date	Month/Date	Month/Date	Month/Date	Month/Date	Month/Date

Have you used our facilities before? Yes () No ()

When?:

What for?:

I agree to abide by the Terms & Conditions of Hire at Mark Rutherford School Trust

Signature:

Date:

Total Amount Due:

Cheques should be made payable to **Mark Rutherford School**

Contacts: Carmela McHugh or Susan Hamby (Finance Dept)

Entered onto calendar:	
Previous Booking Number:	