St Laurence School  
Lettings Enquiry Form 2018-19

[Select Date]

# Overview

## Contact Details

|  |  |
| --- | --- |
| Name: |  |
| Email |  |
| Telephone | : |
|  |  |

## Address

|  |  |
| --- | --- |
|  |  |

## Function, or Class Description

|  |  |
| --- | --- |
|  |  |

## Date and Time (s) of Requirement

|  |  |
| --- | --- |
|  |  |

## Room required

|  |  |
| --- | --- |
|  |  |

## How many people:

|  |  |
| --- | --- |
|  |  |

## Licence needed?

|  |  |
| --- | --- |
|  |  |

## Other Information or Enquiry

|  |  |
| --- | --- |
|  |  |

# Approval and Authority to Proceed

We approve the function/class as described above, and authorize the team to proceed.

|  |  |  |  |
| --- | --- | --- | --- |
| Date Request Received | Name | Title | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| Approved By |  |  | Date |  | Approved By |  |  | Date |