

## Margaret Gallagher

---

**From:** Alex Rivers <Alex.Rivers@circle.org.uk>  
**Sent:** 16 May 2016 16:17  
**To:** Alison Hawker  
**Cc:** Margaret Gallagher  
**Subject:** Spruce Hills Rd - Consultation Bkg form  
**Attachments:** SHR \_ SIGNED BKNG FORM.pdf

Hi Alison,

Please see attached signed booking form.

Thanks a lot

Alex Rivers

**From:** Alex.Rivers@circle.org.uk [mailto:Alex.Rivers@circle.org.uk]  
**Sent:** 16 May 2016 16:15  
**To:** Alex Rivers  
**Subject:** Scan-to-Me

---

### About Circle Housing

Circle Housing is one of the UK's largest providers of affordable housing with over 70,000 properties across the country. Our nine housing association partners provide desirable homes, sustainable communities and trusted services to around 200,000 customers. Our specialist provider Centra offers a range of support services to around 100,000 customers, including telecare and home care, as well as a choice of housing options including shared ownership and market rent. By acting with a business head and social heart, together we achieve our mission to enhance life chances by helping people to fulfil their potential and live better, more independent lives.

This message is confidential. You should not copy it or disclose its contents to anyone. You may use and apply the information only for the intended purpose. Internet communications are not secure and therefore Circle Housing and its Group partners do not accept legal responsibility for the contents of this message. Any views or opinions presented are only those of the author and not those of Circle Housing and its Group partners. If this email has come to you in error please delete it and any attachments.

Please note that Circle Housing may intercept incoming and outgoing e-mail communications.

Circle Anglia Limited (known as Circle Housing) is a Registered Society (Registration Number 27604R). Circle Anglia Limited is registered with the Homes and Communities Agency (Registered Number LH4046). VAT registered 640 4327 66.

There are other companies within Circle Housing and their registration details are listed on the Circle Housing website at the following location: [Our registered company information](#).



## WALTHAM FOREST COLLEGE APPLICATION FOR HIRE OF COLLEGE PREMISES

Please complete this form in **BLOCK LETTERS** using a ball point pen and return it to Margaret Gallagher, Head of Estates, Room 073, Waltham Forest College, Forest Road, London E17 4JB (Estates Team Tel: 020 8501 8012) together with the full payment. **The hirer may only consider the booking confirmed upon receipt of written confirmation from the College.** Please read thoroughly the Terms and Conditions of Hire which you will have received with this form. By signing the application form the hirer will be deemed to have accepted and agreed to be bound by the Terms and Conditions of Hire.

Date	Type of function	From am/pm	To am/pm	No of hours	Room No	Cost per hour	Total
25-05-16	Public Consultation	15:00	20:00	5	126	NA	FOC
<b>Discount allowed (See Facilities Rate Card)</b>				<b>Yes/No</b>			NA
<b>Set up charge (£25.00)</b>							NA
<b>Total charge for premises hire (a) less any discount allowed</b>							FOC

### Function Outline (please provide a brief outline of your event)

Public Consultation for a newbuild residential development proposal on the old College grounds site on Spruce Hills Road. The function will be for local residents to be consulted on the drawings and development proposals prior to planning application

### Will your function be:

Public ☒ Y Private ☐ Advertised ☒ Y

Total number attending: \_\_\_\_\_ Unknown - Max 50 \_\_\_\_\_ Guests arrival time \_\_\_\_\_

Surname of hirer \_\_\_\_\_ Rivers \_\_\_\_\_ Mr \_\_\_\_\_ Initials: \_\_\_\_\_ A \_\_\_\_\_

Name of organisation (if hiring on behalf of): \_\_\_\_\_ Circle Housing \_\_\_\_\_

Tel No (day ) \_\_\_\_\_ Mobile Tel No \_\_\_\_\_ 07977285261 \_\_\_\_\_

Address (hirer): \_\_\_\_\_ 2 Pancras Square, Kings Cross, London, N1C 4AG \_\_\_\_\_

### Please tick box as appropriate:-

#### Layout requirements (sample layouts illustrated overleaf)

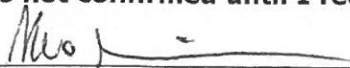
Style required	<input checked="" type="checkbox"/> Cafe	Number of Tables	<input checked="" type="checkbox"/> 3	Number of Chairs	<input checked="" type="checkbox"/> 12
----------------	--	------------------	---------------------------------------	------------------	--

### (b) Additional charges (if applicable):

Other requirements (i.e. Security, Cleaning, Equipment Rental, Holding Deposit)	From am/pm	To am/pm	No of hours	Cost per hour	Total
			4		
<b>Total charge for premises hire (a) less any discount allowed</b>					FOC
<b>Total charge - additional charges (b)</b>					NA
<b>Total charge (a) + (b)</b>					FOC

**DECLARATION**

I have read the Terms and Conditions of Hire and agree to accept and abide by them. **I understand that my booking is not confirmed until I receive written confirmation from the College.**

Signed :-  Date: 16-5-16

**FOR OFFICE USE ONLY**

**Estates Department**

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

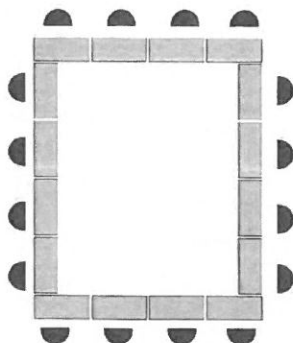
**Security Department**

No. of Security Officers required for event: \_\_\_\_\_

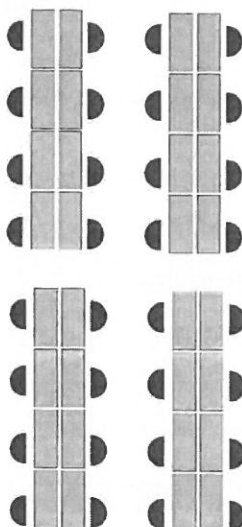
Security Dept. Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**SMOKING IS ONLY ALLOWED IN DESIGNATED AREAS OF THE COLLEGE PREMISES**

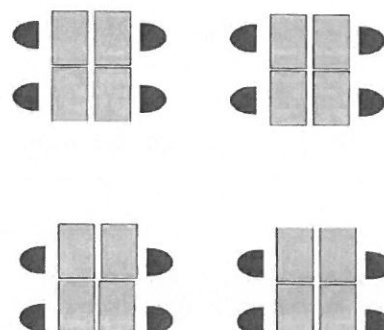
Please indicate layout required overleaf.



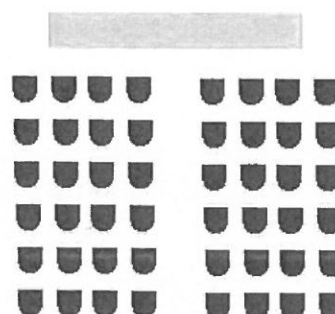
**BOARDROOM**



**BANQUET**



**CAFÉ**



**THEATRE**

Other Layout