**Thurrock Adult Community College
Richmond Road, Grays, RM17 6DN**

**Application to hire 2018/19 – single event**

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| --- | --- |
| **Organisation / society / directorate name** | Click here to enter text. |
| **Postal address** – required for invoicing | Click here to enter text. |
| **Email address** – required for invoicing | Click here to enter text. |
| **Contact name** | Click here to enter text. |
| **Contact phone number day/evening** | Click here to enter text. |
| **Purpose of hiring / event title** | Click here to enter text. |
| **Number of attendees anticipated** | Click here to enter text. |
| **Type of accommodation required** | [ ]  IT room [ ]  Classroom without IT [ ]  Hall |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of event** | Setting-up time | **Event start time** | **Event finish time** | **Clearing time** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| Room layout required – please select your preferred layout.The default layout is Horseshoe style C, unless otherwise requested (not applicable for IT rooms). |
| Room layout 'A' - see description below. Room layout 'B' - see description below. Room layout 'C' - see description below. Room layout 'D' - see description below. Room layout 'E' - see description below. [ ]  Café [ ]  Boardroom [ ]  Horseshoe [ ]  Theatre [ ]  U-shaped |
| Equipment required – for example:smart board, laptop, extension lead, flipchart | Click here to enter text. |

**IT rooms**

Thurrock Adult Community College runs a Windows 7 based environment and cannot guarantee compatibility with other computing environments, such as Apple. If you are running alternative hardware or operating systems, please make sure you have any relevant hardware adaptors or software you may require prior to booking as we are unable to provide these. It may be advisable to test your equipment with our systems prior to booking – we are happy to assist with this.

Please use the space below to list website addresses you would like to access so we can make sure they are not blocked by the college firewall.

|  |  |
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| Websites to be used, if applicable: | Click here to enter text. |

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [thurrock.gov.uk/privacy](https://www.thurrock.gov.uk/privacy). Get free internet access at libraries and community hubs.