**S.M.I.L.E LONDON & ESSEX**

52 North Street

Romford

Essex

RM1 1BH

T: 07415141437 **Charity No: 1177989**

E: [Info@smilelondonessex.com](mailto:Info@smilelondonessex.com)

W: [www.smilelondonessex.com](http://www.smilelondonessex.com)

**SMILE AT PROM REFERRAL**

**CHILDS NAME: DATE:**

*Please note that all referrals must be made with the consent of the family. Please note the family* 

*must have a child living with them under the age of 16 years.*

*This form will be held in confidence but may be shown to the family if requested. We try to respond to all referrals within 2 weeks after receiving the referral form to report progress. If you are having issues or concerns about the referral process or the support for the family please contact the team on 07415141437 or* [Info@smilelondonessex.com](mailto:Info@smilelondonessex.com)

**All clients must provide printable proof of low income such as a benefit entitlement letter, confirmation of pupil premium or proof of income below £16,400 per annum.**

**As part of our funding obligations to monitor the impact of social wellbeing a survey will be sent to all clients 24-48 hours after referral is received. We do require this to be completed before further support can be offered.**

**Family Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of family: |  | School Name: |  |
| Address |  |  |  |
| Name of Parent/Carer |  | Nationality: |  |
| Telephone Number: |  | Email Address: |  |
| Age of children living at home: |  |  |  |

**Clothing Request:**

|  |  |
| --- | --- |
|  | Size/Age Group |
| Prom Dress / Suit Size |  |
| Desired Colour/ Style |  |
| Shoe Size |  |
| Hair and Make up Required? |  |
| Date of Prom |  |

**Terms:**

1. **A non-refundable £25.00 fee is required 14 days before fitting appointment. If payment is not received the slot will be given away.**
2. **The booking fee is not refundable, once paid this funds will go towards the charities running cost of this event and future appeals.**
3. **Any Dresses, shoes and accessories provided by S.M.I.L.E London & Essex are a FREE and do not need to be returned**
4. **All Dress, shoes and accessories belong to the S.M.I.L.E London & Essex charity until fitting and survey is completed.**
5. **General cleaning and steaming are the responsibility of S.M.I.L.E London & Essex, however and alterations required are down to the family receiving the dress.**

*By signing below, I agree that I am the parent/ guardian of the prom attendee*

*(Child under 18 years) and that myself and the wearer agree to the above terms of rental*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Referred By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name of Agency: |  |
| Role: |  | Address: |  |
| Email: |  | Tel No: |  |

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Number: |  | Payment method: |  |
| Fitting Date: |  | Payment Date: |  |
| Fitting Assistant: |  | Survey Completion Date: |  |