

APPLICATION FOR HIRE OF SCHOOL PREMISES

PLEASE COMPLETE ON A TERMLY BASIS



ORGANISATION:		NAME OF CONTACT:	
ADDRESS:		ADDRESS FOR INVOICING:	
TELEPHONE NO.:	DAY:	EVENING:	
	MOBILE:	EMAIL:	

TYPE OF ACCOMMODATION REQUIRED – please write the number of each in the boxes

Classroom

MAD Room

Hall

3G Pitch

***Delete if appropriate*

CLASSROOMS

NATURE OF ACTIVITY

Brief description: _____

MAIN USERS (e.g. General public, Young musicians): _____

DATES REQUIRED:

DAY	DATES	START TIME	FINISH TIME

TOTAL NUMBER OF SESSIONS =

Annual paperwork required prior to booking:

- Public Liability Insurance - not less than £5 million
- Child Protection Certificate (if activities involve Under 18s)
- DBS Check for all adults (if activities involve Under 18s or you are onsite during school hours)
- First Aid Certificate
- Risk Assessment for activities

NOTES:

Refunds are **NOT** available for unused bookings unless the School is responsible for the cancellation

Signature of Applicant:	Date:
PAYMENT IS REQUIRED 7 DAYS BEFORE COMMENCEMENT OF FIRST SESSION	