



**HIRE OF OUTDOOR FACILITIES - BOOKING APPLICATION FORM**  
*Please note : An additional booking form is required if school premises are to be hired as well*

<b>Name of Hirer:</b>		<b>Tel No:</b>
<b>Organisation:</b>		<b>Date of Proposed Hire:</b>
<b>Areas required: (please tick)</b>	<b>Sports pitch 1</b> <b>Sports pitch 2</b>	<b>Infant/Junior Playground</b> (delete as reqd)
	<b>Other</b> (please state)	<b>Field Area*</b>
<b>Hours of Hire</b> (including setting up and clearing away)	<b>From:</b>	<b>To:</b>
	<b>From:</b>	<b>To:</b>
<b>Nature of function:</b>		
<b>Name and Address to whom invoice should be sent:</b>		
<p><b>Insurance</b> (Please read note 5.7/5.8 of the conditions of hire):</p> <p>I have already arranged insurance cover with the School users association. <span style="float: right;"><b>YES/NO</b></span></p> <p>I have arranged my own insurance cover, the policy number of which is as follows:</p> <p>..... with .....(name of company)</p> <p>(A copy certificate of insurance must be provided to the school secretary).</p> <p>I wish the school to arrange insurance cover and add 12.5% (plus 6% government insurance tax on premium) to the total account. <span style="float: right;"><b>YES/NO</b></span></p>		
<p><b>I certify</b> that I am not less than 18 years of age, and I have read the agree to be bound by the conditions of hire relating to the letting of the school for the time being in force, that I accept responsibility for observance of the regulations, and agree to pay on demand the letting charge.</p> <p><b>I hereby</b> indemnify the Governing Body and Local Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Local Authority and Governing Body does not seek to absolve themselves or any employees from the liability as owner/occupiers of the premises.</p>		
* See <i>Conditions of Hire - Paragraph 10.3</i>		
<b>A deposit of £x is required with this application.</b>		

**Signed:** .....

**Date:**.....