



HIRE OF SCHOOL PREMISES - BOOKING APPLICATION FORM

Name of Hirer:		Tel No:
Organisation:		Date of Proposed Hire:
Rooms required: (please tick)	Hall	Coffee Bar
	Community Room	Library
	Classroom (state no reqd.)	Other (please state)
Hours of Hire (including setting up and clearing away)	From:	To:
	From:	To:
If any of the following are required, please indicate:	Tables (how many):	Water Boiler: Staging:
	Chairs (how many):	
Nature of function:		
Approximate number attending: <i>(NB: See conditions of hire for limits on numbers):</i>		
Name and Address to whom invoice should be sent:		
Access for deliveries: Date/Times <i>(extra charge of £x.xx/hr or part)</i>	To:	From:
<p>Insurance <i>(Please read note 5.7/5.8 of the conditions of hire):</i></p> <p>I have already arranged insurance cover with the school users association. YES/NO</p> <p>I have arranged my own insurance cover, the policy number of which is as follows:</p> <p>..... with<i>(name of company)</i></p> <p><i>(A copy of the certificate of insurance must be provided to the school secretary).</i></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. YES/NO</p>		
<p>I certify that I am not less than 18 years of age, and I have read and 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>I hereby 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 do not seek to absolve themselves or any employees from the liability as owner/occupiers of the premises.</p>		
A deposit of 25% (for hire of hall) is required with this application.		

Signed: **Date:**