



The application should be sent to the school and should normally be made at least 14 days before hiring is required.

Name and address of applicant _____

(to whom correspondence can be sent) _____

Telephone number _____ Postcode _____

Name of organisation and position within organisation (if applicable) _____

Facilities required (NB. For swimming pools the hirer must complete an additional agreement form)

Gymnasium Sports hall Hall Kitchen*

Sports pitch/court (specify) Hard/grass area (specify)

Room(s) specify number Other facilities (specify)

** A deposit of £100 is required for the hire of the kitchen payable at least 10 days prior to date of letting.*

Purpose of hire _____

Do you wish to provide bar facilities? YES / NO

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group YES / NO

Older persons group or adult with disabilities YES / NO

Date(s) required _____

Time from _____ to _____

Declaration

- 1 I have read and accept the school's conditions of hire, and agreed to abide by these and any special conditions communicated to me.
- 2 I agree to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of the County Council. I understand that the County Council have taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my legal liability for accidents, damage and injury.
- 3 I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.
- 4 Where appropriate* I enclose an original CRB which must be current(It is the responsibility of the hirer to ensure that all its personnel are CRB checked)
- 5 I agree to ensure that any agreement to use school premises includes a commitment to work within the the schools child protections policies and procedures.(If commercial letting a copy of their child protection policy needs to be seen by the school)
- 6 I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
- 7 I understand that there will be a minimum charge unless there is a concurrent hirer.
- 8 I agree to the payment conditions.
- 9 I am over 18.

Signed _____ Name in full _____ Date _____

✓ _____

This section will be returned to you as confirmation or otherwise of the letting. It is **not** an invoice.

Name _____

Address _____

Approval is given/not given to your application to hire _____ (facilities)
at _____ School on _____

The charge will be £ _____ # starting at _____ hours and finishing at _____ hours, unless the minimum charge applies or the period of letting exceeded. An invoice for the actual charge will be issued **after** the hire.

- **Children's parties and events/clubs where children are accompanied by parents, CRB forms are not required.**