

**George Grenville Academy**

Chandos Road, Buckingham, MK18 1AP Telephone/Fax: (01280) 813273

*email: office@georgegrenville.co.uk*

**Appendix A – Application for hire of premises**

Please complete this form and return to the school office at least 7 days before the period of hire.

|  |  |
| --- | --- |
| Name of organisation |  |
| Full name of hirer |  |
| Address of hirer |  |
| Contact number |  |
| Email Address |  |
| Signature of hirer |  |
| Date |  |
| Facilities/Rooms required |  |
| Other requirements (furniture) |  |
| Dates and times |  |
| Purpose of letting |  |
| Will any food, goods or alcohol be sold during the letting? |  |
| Will the hirer conduct any public entertainment?  If yes, the hirer/organisation may be required to apply for and submit copies of PPL, MCPS or PRS licences. |  |
| Are you using your own electrical equipment? If so, is it PAT tested? |  |
| Do you hold a safeguarding policy? If so, please supply a copy with this form |  |
| **Named person responsible for Health and Safety during hire period:**  **Contact number during session:**  **First aid certificate: enclosed/to follow (delete as appropriate)**  **Fire Safety Declaration: Yes/No (delate as appropriate)** | |
| **Safeguarding Children and Young Adults**  Definition – Any hire that is attended by children or young adults under the age of 18 years. Children and Young Adults will attend and/or participate in the hire? **Yes/No (delete as appropriate)**  **Hire will not be confirmed without declaration of DBS checks if applicable.**  **See section 5 for details.** | |

**HEADTEACHER’S ACCEPTANCE OF BOOKING**

(In cases where the hirer requires alcohol to be brought onto the school premises, the approval of the Chairman of the Governors has been obtained) Please ensure you see any licence before the function takes place.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All sections of the form must be completed and returned to the school. The school contact details are:

**Email:** [**office@georgegrenville.co.uk**](mailto:office@georgegrenville.co.uk)

**Telephone: 01280 813273**

**Hirers are required to note the following:**

* The terms and conditions are an integral part of this agreement. Hirers must satisfy themselves that they are fully aware of them, and by signing they undertake to observe and perform the requirements as set out therein
* Until such time as the signed hire agreement is received by the school, together with any deposit or payment required, there is no firm booking with the school for the hire. This means that the school is free to accept alternative bookings for the facilities without any obligation to the hirer.

**Payment terms**

Payment is required in advance of the booking

By BACS:

**George Grenville Academy**

**Lloyds Bank**

**Sort code 30-63-97**

**Account number 20790960**

Please quote the invoice number followed by the school name as reference

Cash is not accepted

**Declaration of hirer**

I acknowledge that I have received a copy of the terms and conditions governing hire and understand them. I agree to abide by them and pay all sums due. I agree to pay for the reinstatement following any damage to property caused as result of this hire. I confirm that I am an authorised signatory for the organisation affecting the hire and am duty empowered to commit them to contract.

Signature of hirer/authorised representative of the Hirer

………………………………………………………………………………

Print Name:………………………………………………………………..

Date:…………………………………………………….

***For School Office Use Only***

**To the Hirer/Organisation**

Your application for hire is approved under this Agreement

Cost per session:………………………………………………

School Authorised Representative:…………………………………………….

Date:………………………………………………….....