



## APPLICATION FOR HIRE OF PREMISES

(Please complete this form in block capitals)

Accommodation and Facilities Required \_\_\_\_\_  
\_\_\_\_\_

Other Requirements (eg chairs set out, Equipment, etc) \_\_\_\_\_  
\_\_\_\_\_

Date(s) and Time(s) \_\_\_\_\_

Purpose of Letting(s) \_\_\_\_\_  
\_\_\_\_\_

Name of Organisation \_\_\_\_\_

Will alcohol be brought onto the premises? \_\_\_\_\_

Are you obtaining a licence For sale of alcohol? \_\_\_\_\_

Have you insurance to cover the event? \_\_\_\_\_  
(please enclose a copy of the insurance certificate)

Do you hold a Safeguarding Policy? Yes / No If Yes, please enclose a copy with the booking form

Are you using your own electrical equipment? Yes / No If Yes, is the equipment PAT tested? Yes / No

Full Name of Hirer Mr/Mrs/Miss/Ms \_\_\_\_\_

Address of Hirer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Signature of Hirer \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE COMPLETE AND RETURN TO THE SCHOOL AT LEAST 21 DAYS BEFORE THE EVENT.

Contact for day of letting –

### 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: \_\_\_\_\_

**FOR OFFICE USE**

Date Received Booking Form:

Insurance Certificate Received:

Safeguarding Policy Received:

Cost per Session:

Confirmation forwarded to Hirer:

Copy to: Hirer/School Caretaker