

Bartley C of E Junior School

Application for the hire of school facilities at Bartley C of E Junior School

Name and address of applicant (must include postcode)

Telephone no: _____ Mobile no: _____

E-mail: _____

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

Name and address of person who will receive the invoice (if different from above):

Facilities required (please tick):

Gymnasium	
Main Hall / Stage	
Classroom(s) (please state number required) / Small kitchen / Art Room	
Football pitch, School field	
Other (please specify) _____	

Equipment required (please tick):

Data projector DVD player Flip chart (pens not supplied)	
Cups/saucers (max. 30) Urn/thermos pots Small goals	
Sound system Stage lights	
Other equipment (please specify) _____	
Additional requirements (please discuss these with the School Business Manager) _____ _____	

Purpose of Hire _____

Are all the participants (apart from leaders/organisers) Under 18? Over 60? Members of a registered youth group? People with disabilities and their helpers? (Please tick any that apply.)

Date(s) required (if a series of lettings, please list all dates required.)

Starting time: _____ Finishing time: _____ (If appropriate, please allow time for preparing and clearing up).

1. I understand that, if I am letting on behalf of an individual or non-commercial organisation, this letting will be covered by Hampshire County Council's public liability insurance, brief details of which have been supplied to me. If I am representing a commercial organisation, I will supply public liability insurance with a minimum cover of £10,000,000 with this application.
2. I have read and accept the regulations relating to hire, and agree to abide by the general conditions and any special conditions communicated to me.
3. 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.
4. I agree to the payment conditions.
5. I am over 18.

Signed: _____

Name in Full _____

Criminal Records Bureau check:

Please supply current CRB certificates in respect of any adults who will be working with under-eighteens attending your hiring. These must cover the person in charge and anyone else who will have unsupervised access to the children, e.g. if you are using separate rooms/areas. N.B. This is not required for a children's party.

Sports certificates:

Please supply current sports coaching qualifications in respect of any leaders who will be training others in any physical activity.

Sale of alcohol:

The school's premises licence does not include the sale of alcohol. If you wish to sell alcohol at your event, please speak to the Bursar about the steps you need to take. In any event, we are unable to allow alcohol to be sold on the premises on more than twelve occasions during one year.

For school use:

Approved by Site manager: _____ Date: _____

Approved by School Business Manager _____ Date: _____

Bartley C of E Junior School

Lettings Reply Form

Name of applicant

Date(s) required (if a series of lettings, please list all dates required.)

Your hiring is/is not approved. The charges will be:

Please be aware of the following:
