

SCHOOL HIRE & FUNCTIONS LTD

Director of Operations

10 Barn Field Close
Biggleswade, SG18 8FN
Telephone: 07855 042 027
Email: school.hire@yahoo.co.uk
www.school-hire.com

The lettings office is open for telephone enquiries between 8.30am and 4.30pm

APPLICATION FOR THE USE OF SCHOOL PREMISES INCLUDING SPORTS HALLS

To be completed and returned to the above address **by the person who will be responsible for the payment for the charges** for the use for the accommodation and other facilities and who will give the indemnity required by the conditions laid down by the Lettings Agency.

LICENCES

Applicants are advised that a licence, issued by your Local Authority Environmental Services, is required for the following forms of public entertainment, at any premises in Greater London.

Public music, or public music and dancing.

Public performance of plays (including opera and ballet).

Cinematograph exhibitions to which the public are admitted on payment

Cinematograph exhibition for children who are members of a cinema club.

Public contests, exhibitions or displays of boxing or wrestling.

Application forms are available from this office on request, and should be completed by the hirer of the premises and forwarded to the Lettings Agency.

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SECTION A (To be completed by all users)

1. a) Name of Organisation

b) Aims of Organisation

c) Name of leader or organiser
 who will be in attendance

(if different from the applicant)

SECTION B (To be completed by all users)

Name of school required.....

Accommodation and other facilities required	Tick as required
Gymnasium	
Sports Hall	
Playing Field*	
Playground*	
Showers	
Hydro Pool	
All Weather Pitch	
Swimming Pool	
Hall	
Classroom (state number required)	
Cloakroom	
Changing Accommodation	
No. of Chairs required	

Day of the week of proposed occupation	
Date(s) of proposed occupation	
Time of proposed occupation	

* State number of pitches or courts required

** Restricted use of gas ring, boiling pan and sink for washing up.
 Under no circumstances may other kitchen equipment be used without prior approval of this Office. Facilities to be left clean and tidy
State if heating is required YES/No

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Playing Field*

Playground*

Showers

Hydro Pool

All Weather Pitch

Swimming Pool

Hall

Classroom (state number required)

Cloakroom

Changing Accommodation

No. of Chairs required

Day of the week of proposed occupation

Date(s) of proposed occupation

Time of proposed occupation

Name and object of meeting

Estimated Numbers to be present: Adults Young Under 8 Yrs

Will all persons present be bonafide members of the Organisation? (State yes or no)

Will alcohol be available? (State yes or no)

If yes, state: Whether wine, beers or spirits

How is it to be paid for, will a licensee be present
or will guests provide their own.....

If a licensee is to run the bar
please give his/her name and address

Will any charge be made to the persons attending?

If yes, state: Amount of Charge:

To what purpose will proceeds be devoted:

Will copyright music be performed? (State yes or no)

Date last risk assessment carried out?.....

Names, addresses and CRB/DBS Numbers of instructors/supervisory staff/volunteers: PLEASE SUPPLY A COPY OF YOUR CURRENT SAFEGUARDING POLICY (with last reviewed date).

Name	Address	CRB/DBS No. and Date

Name and object of meeting

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PLEASE SUPPLY A COPY OF YOUR CURRENT SAFEGUARDING POLICY (with last reviewed date).**

Name Address CRB/DBS No. and Date

Section C (To be completed by ALL users)

To School Hire & Functions Ltd (here in after referred to as 'the Lettings Agency').

I (Mr./Mrs./Miss.)..... (BLOCK CAPITALS) (applicant)

And I,(BLOCK CAPITALS) (guarantor)

Both being over the age of 18 years, hereby apply for permission for the Applicant to use the before mentioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the conditions made by the Lettings Agency in relation to the use of the school premises, copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

I, the applicant, hereby undertake and agree with the said school to perform and observe the said conditions should such permission be granted.

The Lettings Agency's blanket insurance policy does not extend to cover third parties, which means that all hirers of School premises must have their own insurance to cover all losses, and/or personal injury that may arise as a direct result of events or activities they may arrange and run in school premises.

Insurer:..... Policy No. Renewal date:.....

We, the Applicant and the Guarantor, hereby jointly and severally agree to indemnify and keep indemnified the Lettings Agency from and against all loss, damage, costs, claims, demands, expenses or charges which the Lettings Agency may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto, and to pay to the Letting Agency on demand all such sums as may be payable by reason of this Indemnity.

Signature of Applicant.....

Occupation.....

Address.....

Telephone No. Home..... Work.....

Email Address.....

Signature of Guarantor.....

Occupation.....

Address.....

Telephone No. Home..... Work.....

Date.....

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Signature of Applicant.....
.....

Occupation.....
.....

Address.....
.....

Telephone No. Home.....
Work.....

Email Address.....
.....

Signature of
Guarantor.....
.....

Occupation.....
.....

Address.....
.....

Telephone No. Home.....

Work.....

Date.....

