|  |  |
| --- | --- |
| Name of Hirer: |  |
| Name of Company, body or association Hiring: |  |
| Address of Hirer: |  |
| Contact Number: |  |
| Email Address: |  |
| Please provide contact details of the person who will be onsite and responsible for ensuring all conditions of hire are met, if different to the above person. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose of Hire: |  | | | | | |
| Attendees: | Total Number: |  | Number of Adults: |  | Number of Children: |  |
| For a Single Booking | Date of Booking: |  | Start Time: |  | End Time: |  |
| For Block Bookings | Frequency/Days: |  | Start Time: |  | End Time: |  |
| Booking times must allow sufficient time for preparation and clearing away before and after the event. | | | | | | |

|  |  |
| --- | --- |
| Area of Hire Required: | Playground Area  Toilets  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hall |
| External Equipment being used for the purpose of the Hire: |  |
| Other Arrangements: |  |

|  |  |
| --- | --- |
| Will refreshments be served? | No  Yes |
| Will alcohol be consumed?  (We do not permit the sale of alcohol) | No  Yes |
| Please confirm you will be providing all your own First Aid equipment. | No  Yes |
| If necessary, please confirm you have all the required child protection and safeguarding processes in place. | No  Yes |

Please note that you are required to ensure the hire areas are left in the same condition as you found them. If there is any damage or if we need to hire a cleaner then your deposit will be retained.

|  |
| --- |
| I have read and accept the terms and conditions.  Signed by Hirer: Date:  Full Name:  Organisation:  Position in Organisation: |

**For Office Use Only**

|  |  |
| --- | --- |
| This application for hire is: | REJECTED  ACCEPTED |
| Deposit Received: | No  Yes |
| Will Our Third Party Liability Insurance Cover this event?  **If no**, has evidence of the Hirers insurance cover been supplied to School? | Yes  Yes  No  No |
| Will the Hirer be working with children/vulnerable adults?  **If yes**, has the school followed the appropriate Safeguarding procedures | Yes  No  No  Yes |
| Name of staff member who will be on call during the Hire period in case of an issue or emergency: | Site Controller |
| Name of staff member who will check the Hire areas are clean and safe for School to open: | Site Controller |