| 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: |  |
| --- | --- |
| External Equipment being used for the purpose of the Hire: |  |
| Other Arrangements: |  |

| Will refreshments be served? |  |
| --- | --- |
| Will alcohol be consumed?  (We do not permit the sale of alcohol) |  |
| Please confirm you will be providing all your own First Aid equipment. |  |
| Please confirm that you have received, read, understood and will abide by, the school’s safeguarding policy |  |
| If your booking will involve children, irrespective of whether they are pupils at the school, please confirm you have read, understood and will abide by the DfE guidance ‘Keeping Children Safe in Out of School Settings’ |  |
| If your booking will involve children, irrespective of whether they are pupils at the school, please confirm you have all the required child protection and safeguarding processes in place including a DSL (Designated Safeguarding Lead). |  |
| Please confirm that you have provided a copy of your child protection and safeguarding procedures to the school |  |
| How will the Designated Safeguarding Lead be identified? (Please include their name and relevant training).  How will children know who this person is? |  |
| Please confirm that you will maintain an awareness of the specific safeguarding issues that can put children at risk of harm and undertake appropriate training. |  |
| Please confirm that you and any and all other persons likely to have contact with the children and vulnerable adults have obtained enhanced Disclosure and Barring Service checks, and all other necessary checks, prior to the event taking place and that you will regularly review their performance, suitability and understanding of safeguarding after appointment |  |
| Please confirm that you understand that, if the school receives a child protection allegation against you or a member of staff or a volunteer working for you, the school will be obliged to follow its own safeguarding procedures and report the incident to the appropriate authorities. |  |
| Please confirm that you understand that we reserve the right to terminate this agreement, in our absolute discretion, with immediate effect and without compensation in the event of any incident which threatens the safeguarding and welfare of children attending your event or pupils who attend the school, or which may put them at risk of harm. |  |

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