



**Application for Hire of School Premises (by Members of the School Community)**

This application form must be completed by any person or organisation wishing to hire the above premises. The form must be returned to the school, as directed, not less than fourteen days before the proposed hire date. \*Payment (hire cost and damage deposit) must be received, in full, fourteen days prior to the hire date.

Name:	Email address:
	Phone No:
Home Address:	
Proposed use for hire of premises:	
Name of designated person in charge:	
Required date and specific start and end times (one hour units):	
Space required for hire (tick below as appropriate):	
School Hall	Playground (concreted area)
School Field (grassed area)	Classroom
<b>Maximum number in attendance:</b>	
Aged 18 years and under: _____ Aged over 18 _____	
<b>Equipment and specific facilities required (e.g. tables &amp; chairs, stating quantities):</b>	
<b>Is it intended that alcohol is either supplied or sold during the hire? (Please tick below)</b>	
Alcohol supplied: <input type="checkbox"/>	Alcohol sold: <input type="checkbox"/>
No alcohol: <input type="checkbox"/>	
<i>Approval to sell alcohol on the premises must be obtained by Headteacher or Governing Body 28 days in advance from the Local Magistrates' Court. A copy of the license must be supplied to the School at least 7 days prior to the hire.</i>	
<b>Please state if you intend to use electrical equipment and provide details.</b>	
<i>Proof of a PAT test is required for equipment over one-year-old &amp; proof of purchase, if less than one-year-old. Please refer to Terms and Conditions document for full requirement.</i>	
<b>Insurance.</b>	
<i>It is a requirement of the hire contract for the hirer to have Public Liability Insurance of at least £5 Million. Insurance can be obtained via the school for a fee of 10% of the total hire fee. Full details are in the Terms &amp; Conditions for the hire.</i>	
Do you require school provision of insurance cover at 10% cost of hire fee?    YES / NO	
<b>Please insert account details for repayment of cleaning / damage deposit.</b>	
Account Name _____ Sort Code _____ Account No. _____	
<b>Declaration.</b>	
I _____ (print name) have read, understood and agree to comply with	
St. Vincent's School's Terms & Conditions of Hire in connection with the application requested in this form. <b>Booking is not confirmed until full payment received.</b>	
Signed: _____	Date: _____