



**Hire of School Premises (Application for those External to the School Community)**

This application 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 of £200) must be received, in full, fourteen days prior to the hire date. Please note the specific requirements on page 2.

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: _____



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

### Application Process.

Please complete and submit this form and you will be contacted by the school, to attend in person, bringing with you, official photo identification and proof of address (e.g. passport, driving license, utility bill).

Documents will be photocopied and retained by the school, until completion of the hire, at which point they will be destroyed.

There may be opportunity to view the facilities for hire, but this will be determined by any school activities that may be taking place at the time of the visit.

### On completion of the hire event.

On completion of the hire event, please take representative photographs of the locations used during the hire and email to the School Office, within 24 hours of completion of the hire. Your deposit will be returned to you subject to all conditions being met.

Thank-you,

The Board of Governors  
St. Vincent's School

Email: [office@stvincents.barnet.sch.uk](mailto:office@stvincents.barnet.sch.uk)