



Application for Hire of Premises

BASIC DETAILS

DATE:

NAME:

ORGANISATION:

PLEASE STATE BRIEFLY THE AIMS OF YOUR ORGANISATION OR THE NATURE OF ACTIVITY (EG BIRTHDAY PARTY)

ACCOMMODATION REQUIRED (HALL, CLASSROOM ETC)

CONTACT DETAILS

ADDRESS

POSTCODE

TELEPHONE
NUMBER

EMAIL ADDRESS

DATES OF HIRE (IN THE CASE OF BLOCK BOOKINGS ALL DATES REQUIRED MUST BE STATED)

NO. OF PEOPLE (MAXIMUM PER SESSION 40 FOR INSURANCE & COVID ASSESSMENT PURPOSES)

NO. OF
SESSIONS
(ROLLING
CONTRACT)

BETWEEN WHAT HOURS WILL THE ACCOMMODATION BE REQUIRED? (INCLUDING PREPARATION TIME)

FOR WHAT PURPOSE WILL THE ACCOMMODATION BE USED? (ALL PROPOSED ACTIVITIES MUST BE STATED)

ANY OTHER INFORMATION :-

- **HIRER TO PROVIDE COPY OF LIABILITY INSURANCE/COVID RISK ASSESSMENT AND TAKE ALL NECESSARY PRECAUTIONS TO PREVENT OUTBREAK OR INFECTION**

METHOD OF PAYMENT (PLEASE INDICATE IN SPACE PROVIDED)

CASH OR BANK TRANSFER TO THE FOLLOWING ACCOUNT;

*£50 SECURITY DEPOSIT REQUIRED IN ADDITION TO FEES WHICH WILL BE RETURNED
ONCE CONDITION CERTIFICATE SIGNED AND AGREED

TOTAL PAYMENT
ENCLOSED
(PAYMENT BY TRANSFER)
SECURITY DEPOSIT

£.....BOOKING FEE
+
£50 SECURITY DEPOSIT

ACCOMMODATION REQUIRED	NUMBER OF PEOPLE (TOTAL, EG INC ADULTS FOR BIRTHDAY PARTIES)	COST PER HOUR		
		A	B	C
SCHOOL HALL		£20	£20	£15
SCHOOL HALL & KITCHEN FACILITIES		£25	£25	£20
CLASSROOM (EVENING CLASSES)		£20	N/A	N/A

Rates

A – Weekday Term Time Evenings (between the hours of 7pm-9pm)

B- Weekends Term Time (between the hours of 8am-7pm)

C-Subsided rate (Governors, PTA members, Staff)

We welcome parents who are leaders of groups or classes and as such can offer a term block booking discount, please discuss with the school office.