



## SCHOOL LETTING – LETTING APPLICATION FORM

Name of Applicant:
Address (Individual or Organisation):
Telephone Number:
Email Address:
Name of Organisation:
Activity of Organisation:
Registered Charity/ Company registration numbers:
Details of Premises Requested (Hall, Playground, Football Pitch etc):

Day of Week Requested:
<i>First choice:</i>
<i>Second choice:</i>
<i>Third choice:</i>

Start Time:
Finish Time:

*(please allow time for your preparation and clearing up)*

Dates Required:
Use of School Equipment (please specify your request):
Will Food or Drink be Consumed/Prepared on the Premises?
Details of any Electrical Equipment to be brought:
Car Parking Arrangements requested:
Maximum Number of Participants:



Age Range of Participants:
Number of Supervising Adults:

Relevant Qualifications of Supervising Adults: .....
Where applicable have List 99 and/or DBS checks been carried out? (Please provide reference numbers and date provided).
If the body hiring the facility is a recognised "Club" for example a "Football Club", or will be carrying out a "regulated activity" a copy of their "Safeguarding Policy" must reviewed prior to the hire being agreed. When? By Whom?

Dates during the year when any area of the school will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances. The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details). The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details). The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details)

**I have read and understood the policy and conditions required of me as Hirer.**

Any other relevant information:

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**I confirm that I am over 18 years of age, and that the information provided on this form is correct.**

Signed: ..... Date: .....