



APPLICATION FOR HIRE OF PREMISES

This form should be completed and returned to Woodlands Meed as soon as possible.
If the application is accepted, a copy of the form will be returned to the Hirer.

School Site		College Site	
Name of Organisation			
Contact details of person responsible for organising the letting to whom all correspondence should be sent			
Name			
Address			
Email			
Contact Number			
The Hirer applies to use the premises on			
Date/s			
Days if regular booking			
Start Time			
Finish Time			
Purpose for which the premises are being hired - specify precise nature of proposed function			
Private function		Public function	
Parts of premises required			
Please Note: The hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, a separate application must be made as early as possible.			
Do you require the accommodation to be heated?	Yes		No
If heating is required please state times	From		To
Will there be a public entertainment or public performance of a play	Yes		No
Is it proposed to apply for a Justices' Occasional License for the function	Yes		No
Will the use of any special equipment be required	Yes		No
If yes please specify	Yes		No
Please note that any equipment used must be agreed in advance and may incur a charge.			
Any other special requirements e.g. seating arrangements, caretaker to be in attendance			



ACCEPTANCE OF CONDITIONS OF HIRE AND INDEMNITY

If the hiring is agreed the Hirer undertakes and agrees:

- a) To pay the hiring fees of £..... . If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval, unless otherwise agreed with the school.
- b) To comply with the Conditions of Hire (a copy of which has been supplied to the Hirer) including the indemnities set out in Conditions 7, 8 and the insurance requirements in Condition 9.
- c) To enclose a copy of my Public Liability Insurance. For regular hirers this should be supplied on an annual basis. No hiring will be considered without Public Liability Insurance.

By signing here the Hirer is agreeing to our Conditions for Hire.

Name

Signed

(For and on behalf of the Organisation) (I certify that I am over 18 years of age)

Date