



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	Mon		Tue		Wed		Thu		Fri		Sat		Sun													
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.																										



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