

Hire of St John's Primary School Premises

Your Name	
Name of Organisation	
Address	
Contact Telephone Number(s)	

Will you be present during the letting period? (Please circle answer) Yes / No
If no, please provide details of the person responsible and on site during the letting

Name of Organisation	
Address	

Emergency Contact Number for during the letting period	
Please state purpose of letting	

Please tick which facilities you require during the letting:-

Swimming Pool	<input type="checkbox"/>	(see additional conditions for pool hire)	
Classroom(s)	<input type="checkbox"/>	Number of classrooms required	<input type="checkbox"/>
Field/playground	<input type="checkbox"/>		
Changing Rooms	<input type="checkbox"/>		
Main Hall	<input type="checkbox"/>		

Please note there are no cooking facilities available. There is however access to drinking water.

Organisations require their own public liability insurance to cover liability of at least £5 million.

Private Hirers: Do you require insurance? (Please circle applicable answer) Yes/ No

WHEN FACILITIES ARE REQUIRED

Occasional Use (s) Enter date(s) and time(s) that you require the facilities

Date: Start time: End time:

Date: Start time: End time:

Date: Start time: End time:

Regular/repeating Booking Select Day(s) of the week required and enter dates and times:-

Every Monday / Tuesday / Wednesday / Thursday / Friday

Start date: End date:

Start time: End time:

Will any weeks be missed during this period. If Yes, please state those dates:-

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This School is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in School premises on behalf of the hirer. By signing this form the Hirer confirms that where relevant to the letting, all individuals will be suitably checked.

I undertake to pay the charges in relation to this letting and accept the terms and conditions of use.

Signed

Date