

## HIRE OF OUTDOOR FACILITIES - BOOKING APPLICATION FORM

*Please note : A classroom and toilet facilities are included in this booking.*

*Should further facilities be required, a separate booking form will need to be completed.*

<b>Name of Hirer:</b>		<b>Tel No:</b>
<b>Organisation:</b>		<b>Email:</b>
<b>Areas required: (please tick)</b>	<b>Field</b>	<b>Playground</b>
<b>Hours of Hire</b> (including setting up and clearing away)	<b>From:</b>	<b>To:</b>
<b>Date of Proposed Hire:</b>	<b>From:</b>	<b>To:</b>
<b>Nature of function:</b>		
<b>Name, Address and Email to whom invoice should be sent:</b>		
<p><b>Insurance</b> <i>(Please read note 5.7/5.8 of the conditions of hire):</i></p> <p>I have arranged my own insurance cover, the policy number of which is as follows:</p> <p>..... with .....<i>(name of company)</i></p> <p><i>(A copy certificate of insurance must be provided to the school secretary).</i></p> <p>I wish the school to arrange insurance cover and add 12.5% (plus 6% government insurance tax on premium) to the total account.</p> <p style="text-align: right;"><b>YES/NO</b></p>		
<p><b>I certify</b> that I am not less than 18 years of age, and I have read the agree to be bound by the conditions of hire relating to the letting of the school for the time being in force, that I accept responsibility for observance of the regulations, and agree to pay on demand the letting charge.</p> <p><b>I hereby</b> indemnify the Governing Body and Local Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Local Authority and Governing Body does not seek to absolve themselves or any employees from the liability as owner/occupiers of the premises.</p> <p style="text-align: right;"><i>* See Conditions of Hire - Paragraph 10.3</i></p>		
<p><b>Signed:</b> ..... <b>Date:</b>.....</p>		