**ANNEX 1**



**APPLICATION FOR HIRE OF SCHOOL PREMISES**

**PART ONE: ACCOMODATION REQUIRED**

|  |  |
| --- | --- |
| Name of School: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Artificial Pitch |  | Athletics |  | Classroom |  | Cricket Pitch |  |
| Floodlights |  | Football Pitch |  | Gym/Sports Hall |  | Hall |  |
| Playing Field |  | Specialist Rooms |  | Swimming Pool |  | Tennis/Netball Courts |  |
| Other |  | | | | |  |  |

**PART TWO: HIRER DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Hirer: | | | | |  | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | |
|  | | | | | | | Tel. No. | |  | | | |
| Name of Organisation: | | | | |  | | | | | | | | |
| Date of Hire: | | | |  | | | | From: | |  | | | To: |  |
| Additional Booking Dates: | | | | | | |  | | | | | | | |
| Purpose of Hire:(if fundraising state where proceeds will be applied) | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |

**PART THREE: SWIMMING POOL HIRE ONLY**

**Names of Supervisors/Lifeguards:** (evidence of valid qualifications must be provided)

|  |
| --- |
|  |
|  |

**Member of school staff who will be on call whilst pool is in use:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Tel. No.** |  |

I have received a copy of the pool’s normal and emergency operating procedures and have read and understood them. I agree to abide by them

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**PART FOUR: DECLARATION.**

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *For office use only:* | *Booking Confirmed* |  | *Payment Received* |  |

*Signed by the Head Teacher: ……………………………………………………..….. Date: ….………………………*