

SCHOOL LETTING - INITIAL REQUEST FORM
(please return to school office for hire request to be costed)

Name of Applicant:

Address:

Telephone Number:

Name of Organisation (If applicable):.....

Activity of Organisation:

Details of Premises Requested (Hall, Playground, Rooms etc):

.....

First choice date..... Second choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Use of School Equipment (please specify your request):

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Details of any Equipment to be brought:

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Where applicable have List 99 and/or CRB checks been carried out?

.....

When? By Whom?

If 1st choice date is unavailable school will use 2nd choice date. Parents to pay for letting prior to booking via schools cashless system www.schoolmoney.co.uk or by paypoint slip. The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

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I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: Date: