

## Appendix 1: Lettings Application Form

### Section 1: Hirer's Details

<b>Name of Hirer:</b>	<b>Organisation:</b>		
<b>Invoice Address:</b>			
<b>Please confirm your preferred method for payment of Letting Fees &amp; Charges:</b>	<b>BACS</b>	<b>Cash</b>	<b>Cheque</b>
<b>Contact Tel' No:</b>	<b>Email:</b>		

### Section 2: Event Details

<b>Title of Event:</b>	<b>Expected Attendance:</b>		
<b>Activity Details:</b>			
<b>Will your activities involve working with children and / or young people?</b> (f 'yes' please provide a copy of your Child Protection & Safeguarding Policy)	<b>Yes</b>	<b>No</b>	
<b>Hire Date/s:</b>	<b>*Start Time:</b>	<b>*Finish Time:</b>	
*Times to include set-up and clearing away.			
<b>Person in Charge:</b>	<b>Mobile No:</b>		
<b>Hirer's Furniture / Equipment to be Brought on to the Premises (specify below):</b>			

### Section 3: Facilities & Equipment Needed

Accommodation:	Yes	No	Additional Information / Details
Large Hall			
Small Hall			
Additional Furniture			
Classroom			
Studio			
Lab			
Playground			
Car Park alone			

\*Please note that catering equipment, kitchens and cooking facilities are generally not available for use, but the dining areas are available if Hirers wish you supply their own food.

<b>ICT / AV Equipment:</b>	<b>Yes</b>	<b>No</b>	<b>Additional Information / Details</b>
Display Board			
Dry-Wipe Board			
Over-Head Projector			
Projector			
Promethean Board			
Smart Board			
Sound / Speakers			
<b>Health &amp; Safety</b>	<b>Yes</b>	<b>No</b>	<b>Additional Information / Details</b>
Access to Cold Water			
Access to Hot Water			
Access to Power			
Disabled Access			
Security Staff			
Special H&S Req'ts			
<b>Any Additional / Specialist Accommodation and / or Equipment Requirements (specify below):</b>			

### Section 4: Agreement & Payment

- I hereby make application to use facilities and equipment as detailed in Section 3, above and for the proposes set out in Section 2, above.
  - By signing this document, I acknowledge that I have read and agree to observe all the terms and conditions of hiring set out in the school's Letting Agreement and all additional, special conditions imposed by the School relating to the Hirer's activities and to pay the assessed lettings charges.
  - I acknowledge that my signature confirms all the details in this application form are correct.
  - Applicants should expect a receipt of delivery from the school within 2 working days and will receive a decision on the outcome of their lettings application, via email, from the school within 5 working days.
  - Approved lettings (by way of a Lettings Approval Form) will also be accompanied by an invoice for the relevant Letting Fees & Charges.
- |                              |                    |
|------------------------------|--------------------|
| <b>Signed (Hirer):</b> ..... | <b>Date:</b> ..... |
|------------------------------|--------------------|