



Cornelius Vermuyden Application to Hire School Premises

Please return the completed form to the Business Manager.

This form must be completed by the person responsible for the function and the payment of all charges in respect of the hiring (see Conditions 1 and 2).

APPLICANT

Full name (*block letters please*)

Society or organisation

PURPOSE OF HIRING (see Conditions 25 to 29)

REQUIREMENTS

Day	Date	Time	
		From	To

ACCOMMODATION		
Hall, Sports Hall, Gymnasia		
CLASSROOMS		
KITCHEN (see Condition 19)		
TIME	From	To
PURPOSE	Hot water/light refreshments only	Use of ovens etc (see Note 2)
PLAYING FIELD (describe requirements)		
OTHER ACCOMMODATION		

FACILITIES

School Piano	Tick	Chairs (insert no. required)
Heating (see Note 1)		
Stage Lighting/Spotlights		

Name of competent person (see Condition 2.1)

Note 1 The heating period is 1 October – 30 April. Hirers are asked to state whether or not they wish heat to be provided at their function.

Note 2 Where approval is given to the use of school kitchens, other than for the provision of hot water and the service of light refreshments, hiring charges shall be increased accordingly.

PROCEEDS

State purpose to which proceeds will be applied

Will a personal profit be made?



Details of Function

Nature

Is the function to be *tick*

*Public?

*Private?

Will there be:

An Admission charge

Singing/Music?

Dancing (by performers or public)?

A Cinematograph exhibition?

Wrestling or Boxing?

A Theatrical Performance?

Sale and/or consumption of alcohol

Please state which

*legal advice should be sought where doubt exists (see also Condition No 26 and the Appendix on Conditions of Hire)

Give details of any proposed action or performance involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing light (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles or aircraft.

If hiring will involve sporting or gymnastic activities, please give the name and qualifications of the person in charge.

YOUTH ORGANISATIONS

In the case of Scouts, Girl Guides and approved voluntary youth organisations, please state:

Total number on roll No under 16 years

DECLARATION

I, on behalf of hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read. I confirm that I have been given a copy of the school's own Child Protection Policies and Guidelines and will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation.

I have attained the age of 18 years.

Signature of applicant

Address

Tel Day Evening

Date

NB Attention is drawn to Conditions 9 to 12. If the application is granted INSURANCE AGAINST RESPONSIBILITIES IS OBLIGATORY. In addition Condition 26 requires the hirer to ensure compliance with the 'Conditions of Licence' relating to the use of the premises for any function requiring a licence under one or more of the statutes mentioned.

Authorised by Business Manager..... **Dated**

<p>DATA PROTECTION ACT</p> <p>Any personal data entered on this form may be held on computer files</p>
