**Application for hire of part or parts of the School premises**

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| **Name of Body/Individual/Organisation applying:** |  | | | |
| **Address for contact:** |  | | | |
| **E-mail address for contact:** |  | | | |
| **Date(s) and times requested:** |  | | | |
| **Area/building/room requested for hire:** |  | | | |
| **Activity for which request is made**  **(describe precisely please):** |  | | | |
| **Does the activity involve children and young people under 18 years of age?** |  | | | |
| **Is the planned activity hazardous in nature e.g. judo, karate, gymnastics etc?** |  | | | |
| **Numbers attending:** | **Adults:** | | **Children:** | |
| **Do you hope to use any specific items of School equipment, facilities or furniture? If so, what?** | | | | |
| **Name of person taking responsibility throughout the period(s) of hire:** | | | | |
| **Public Liability Insurance (tick one):**  *Public Liability Insurance of £5m is a requirement of North Somerset Council for all users of the Council’s facilities, and a* ***copy as evidence*** *of such insurance needs to be provided.* | | **Own cover** | | **Council cover** |
| ***If this forms contains insufficient space please attach a continuation sheet*** | | | | |

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| **I have read and accept all conditions and regulations relating to the letting of these premises.**  **I have read Guidance on Safer Working Practices for People Working with Children and Young People** | |
| **Signature:** | **Date:** |
| **Print Name:** | **Tel No:** |

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| ***For office use only*** | Date application received: | | | | | | |
| Permission is (tick one): | granted |  | | | refused | |  |
| Special conditions imposed (if any) | | | | | | | |
| Hire Charge: £ | | | Insurance Premium: £ | | | | |
| Payment due by (date): | | | By: cheque to North Somerset Council / ParentPay | | | | |
| Signed: | | | Date: | | | | |
| Headteacher, Chair of F&P Committee or Chair of Governors | | | | | | | |
| Alarm monitoring contact attached: Y / N | | | | Y / N | | Date applicant notified: | |
| Guidance on Safer Working Practices for People Working with Children and Young People attached | | | | Y / N | |
| Regulations for the letting of Flax Bourton Primary School premises attached | | | | Y / N | |