**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 |