

MILLFIELDS PRIMARY SCHOOL

SCHOOL PREMISES HIRING APPLICATION FORM

To the Headteacher of the above-named School (acting as the Owner’s Agent):

1. Name of Hirer

Address of Hirer

Telephone number

Hereby apply for the hire of the following parts of the premises of the above mentioned School:

DATE & TIME OF HIRE	ROOM REQUIRED	PURPOSE

2. We agree to pay for such hire the following sums, namely:-

- (ENTER HOURLY RATE £) per hour hire charge.

3. We agree that not more than [] persons shall be allowed on the premises during the hiring.

4. We have read, understood and agree to observe and perform the Hiring Conditions attached to this application.

5. We enclose the following documents with this application and confirm that their contents are true, accurate and up-to-date:

- Risk assessment for our proposed activity.
- Evidence of public liability cover in a minimum sum of £5,000,000.

6. We confirm that we have seen evidence that enhanced CRB checks have been carried out on all appropriate individuals responsible for the proposed activities and we are satisfied that based on this information they do not present a risk to children.

7. This hiring is on behalf of (ENTER NAME OF COMPANY).

Signed by an authorised signatory on behalf of (ENTER NAME OF COMPANY)

Signature.....Name/Position:.....

Dated.....

NOTE: All arrangements for use of the School Premises are subject to the Owner and/or the Agent reserving the right to cancel bookings when the School Premises are required for use by the School or are rendered unfit for the intended use howsoever caused.