**Application for the hire of facilities at St Mark’s CofE Primary School, Basingstoke**

*The application should be sent to the school and should normally be made at least 21 days before hiring is required.*

Name and address of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organisation and position within organisation (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

**Facilities required**

Main Hall Small Hall Small Kitchen Playground Areas (behind school)

Sports Pitch Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group: YES / NO

Older persons group or adult with disabilities: YES / NO

Any other information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Declaration**

1. I have read and accept the school’s conditions of hire, and agreed to abide by these and any special conditions communicated to me.

2. I agree to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of the County Council. I understand that the County Council have taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my legal liability for accidents, damage and injury.

3. I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.

4. I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.

5. I understand that there will be a minimum charge unless there is a concurrent hirer.

6. I agree to the payment conditions.

7. If the hirer is with an organisation which is for the benefit of, or includes, children under 18 years old, then I confirm that there are safeguarding policies and training in place for this organisation. I also confirm that there are responsible adults on site who have had safeguarding training.

8. I am over 18.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name in full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**✂✂✂ ---------------------------------------------------------------------------------------------------------------------------------------**

**Confirmation for the hire of facilities at St Mark’s CofE Primary School, Basingstoke**

This section will be returned to you as confirmation or otherwise of the letting. It is not an invoice.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval is given/not given to your application to hire the following facilities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The charge will be £ \_\_\_\_\_\_\_ starting at \_\_\_\_\_\_\_\_\_\_ hours and finishing at \_\_\_\_\_\_\_\_\_ hours, unless the minimum charge applies or the period of letting exceeded. An invoice for the actual charge will be issued after the hire.

Signed by (school staff member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_