

Facilities Booking Application Form

[School Name]

Hirer	Full Name:		
	Address:		
	Telephone (daytime): (Evening): Email:		
	If acting on behalf of a business, club, organisation etc please state its full name and address plus your position there. Name of Organisation: Address: Your position in the organisation:		
Areas and Facilities Hired	Day and Date of event(s)	Area/Facilities	Times of Hire
	This should include setting up/breakdown times No extension can be agreed at the time of the event		
Further Details You must accurately disclose the purpose for which the site and/or space is required at the time of booking. Any misrepresentation will entitle the school to cancel the event and retain the deposit/hire fee.	Event Title		Equipment Required Please note that hirer's own electronic equipment must be PAT tested.
	Is the event/Activity exclusively for 0 – 19 year olds? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	Expected Numbers		

Insurance	All hirers should have public liability insurance with minimum cover of £2,500,000* Name of Insurer: Policy Number:	Expiry Date: Limit of Indemnity: Please enclose a copy of the insurance certificate when returning this form.
	* This can be arranged at a charge through LBEaling Insurance Section. The school can advise you of the details.	
Certificates/Qualifications	If you are planning to deliver coaching activities, does the coach or leader possess appropriate qualifications? <input type="checkbox"/> Yes..... <input type="checkbox"/> No If yes please give details:	

CRB checks	<p>If this coaching involves young people (under the age of 18), has the coach been CRB checked?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give the date on the certificate:</p>
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Declaration	<ol style="list-style-type: none"> 1. I undertake to pay the appropriate hiring charges 2. I have read and agree to be bound by the Term and Conditions of Use 3. I agree to indemnify the school against any claims for loss or damage or personal injury or any associated costs arising from this agreement 4. The school reserves the right at any time, including during the event, to refuse or cancel the hire of the site which they consider to be objectionable or in any way detrimental to the reputation of the school. <p>Signature:</p> <p>Date:</p>
Return	<p>Once fully completed, this application form and a copy of your public liability insurance certificate, and Risk Assessments (optional) should be returned to:</p> <p style="text-align: right;">School Address</p>

FOR OFFICE USE ONLY

Agreement	Approval of hiring by Lettings Officer / Business Manager/Head Teacher:
	Signed:
	Date:

Payment	<p>For regular hires you can elect to pay via invoice at the end of every month, or weekly at reception. Please indicate below:</p> <p>Monthly Invoice: <input type="checkbox"/> Weekly Invoice: <input type="checkbox"/></p> <p>Otherwise a deposit of 25% is due at the time of application Balance and holding deposit (£100) to be paid not less than 14 days before the first letting/lettings.</p>
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TERMS & CONDITIONS OF USE

These terms and conditions, together with the form of application to hire the school, shall constitute the contract between the school and the hirer(s).

Application

1. Application for hire must be on the application form provided which will form the basis of a license to use School premises.
2. If an organisation is hiring the accommodation both the organisation itself and its members are jointly and severally liable under this agreement.
3. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use.
4. This agreement is personal to the hirer and may not be assigned to any third party.
5. The number of persons using any hired property/premises shall not exceed the number advised by the hirer and authorised by the school.

Cancellation

6. There will be at least two weeks notice, in writing to the school, for any cancellation of a booking made by a hirer. Cancellations made after this date will be charged at *half* the booking fee.
7. The school reserves the right to cancel any licence at any time in the event of the school requiring any hire property for school purposes or for any other reason which is considered necessary by the school. This may be at short notice.

Payment

8. The first month's fee is payable in full upon signing this agreement.

Indemnity and Insurance

9. The hirer shall be responsible for all damage caused and shall indemnify the school against all loss, damage and expenses unless due to the negligence of the school and any such damage shall be reported immediately to the school.
10. Any damage caused to the accommodation (or elsewhere in the school) shall be compensated to an extent considered reasonable at the discretion of the school within seven days of a written demand.
11. The hirer shall indemnify the school against all and any expenses, liability, loss, claim and proceedings arising in respect of personal injury to or death of any person or damage to any property arising directly or indirectly from the use of the accommodation unless due to the school's negligence.
12. The hirer shall obtain insurance against legal liabilities to third parties (including the school) with a limit of indemnity of at least £2,500,000 for any one incident. Where the hirer is unable to provide details of current, adequate public liability insurance cover (normally a private individual or independent group), they must pay a premium to obtain such insurance from the council.

The Premises

13. Access is restricted to the rooms comprised in the accommodation and any toilet facilities and access shall only take place during the designated time and for the permitted purpose.
14. Smoking is not allowed anywhere on the site.
15. This agreement does not include the use of any equipment, including PE, except where specifically agreed and subject to any further fees chargeable; kitchens and catering equipment shall not be used unless approved by the school subject to any conditions that may be imposed.
16. Car parking is only allowed in the allocated car parking spaces. All roadways must be kept clear. "No parking" signs must be respected.

Performing Rights and Licences

17. No copyright works shall be performed in the accommodation without the licence of the copyright owner and the hirer shall indemnify the school against any penalty or sanction for any copyright infringement that may occur.
18. The hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary, e.g. preparation and sale of food, unless such a licence has been obtained.
19. The accommodation shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the school.
20. No alcoholic drinks shall be brought onto the accommodation except where the school agrees otherwise and where a licence has been obtained.
21. No film or video shall be shown in the accommodation or taken in the facilities without the school's prior consent.

Health and Safety

22. The hirer is responsible for the health and safety of everybody using the accommodation (including first aid) and must make itself aware of the fire precautions and procedures in existence. There will be a member of the school staff on the premises throughout the duration of the letting(s). Please report to him/her on arrival and notify them of any problems during the letting(s). ***or The caretaker will be present to unlock the premises at the beginning of the hiring and lock up again at the end. He/she will not be available during the period of the hire, except in extreme circumstances***
23. Electrical apparatus shall not be brought onto the accommodation without the school's consent.
24. Animal, other than guide dogs, are not permitted on the school premises without written prior consent of the school.
25. The hirer shall leave the accommodation in a clean and orderly state.
26. The disposal of any refuse arising from the use is the responsibility of the hirer.
27. All clubs hiring the facilities must have staff who have appropriate coaching certificates and are checked with the criminal Records Bureau if working with children under 18 or vulnerable adults, even if this is supervised. A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc.
28. In relation to activities for children, the hirer must ensure that there are sufficient adults present to be in full control of the children throughout the whole period during which they are on the school site.
29. *Club/organisations hiring the facilities may need the following policies in place:* **optional**
 - a. *Health & safety*
 - b. *Quality assurance*
 - c. *Child protection (if working with children)*

Preservation of Order

30. The hirer shall not cause nuisance or annoyance to the occupiers of any neighbouring premises.
31. The school does not accept any responsibility for any articles of property left by the hirer, their guests, agents or any member of the public on the hired property during the period of the hire.