**APPLICATION TO HIRE PREMISES**

**Section 1 – Details of Applicant**

FULL NAME (Block Capitals) …………………………………………………………………

ADDRESS ……………………………………………………………………………………….

……………………………………………………………………………………………………

EMAIL ……………………………………………………………………………………………

TELEPHONE NUMBER ……………………………………………………….…………….…

SOCIETY OR ORGANISATION ………………………………………………………………

NAME/ADDRESS/EMAIL/TEL FOR INVOICE …………………………………….………  
(If different from above)

……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

**Section 2 – Details of Function/Event**

Day(s) ………………………………………………

Time(s) ……..………………………………………

Preparation from: …………….. to: ………..……..

Clearing from: ………..……… to: …………….….. (Must leave the premises by this time)

Date(s) ………………………………………………

Doors open for function/event from: …………..….. to: ………..……….

Please state precisely the purpose of hiring ………………………………..

Estimated maximum number of people likely to attend ………..…………..

**Section 3 – Facilities Required**

Please tick the rooms/facilities you require:

Main Hall □ Drama Room □ Classroom □ Hydrotherapy Pool □

Please state any other rooms/facilities that are required: …………….……………….…………

**APPENDIX 1**

Is it desired to have stage, sound and spot lighting where available? ………………………

Address of the person in charge. Please provide qualifications of person using lighting, stage or sound equipment

………………………………………………………………………………………….…………

**Section 3 - Facilities Required** (Cont'd)

Will refreshments be served? YES/NO

If so, what facilities are required? ……………………………………………………………….….

Will you have a caterer? YES/NO

Name and address of caterer …………………………………………………………….………

………………………………………………………………………………………….…………

Will alcoholic refreshments be consumed on the premises? YES/NO

If there will be a bar, please state name and address of person applying for the special licence

………………………………………………………………………………………….…………

………………………………………………………………………………………….…………

**Section 4 - Hirer's Liability Insurance/Gaming, Betting & Lotteries Act** – See attached Note

(To be completed by Commercial hirers):

I enclose details of my/our current legal liability insurance – YES/NO

Will you be holding a Raffle? Please give details: ……………………………………………..

**Section 5- Hydrotherapy Pool Hire**

I have read and understand the conditions of hire as detailed in the lettings policy, including the requirement to have a trained person in relation to resuscitation and rescue or a qualified lifeguard on site at all times.

I enclose a copy of the trained persons’ certificate – YES/NO

**Section 6 – Form of Undertaking**

I certify that I am not less than 18 years of age, that I have read the conditions governing the letting of Littleport and East Cambs Academy and Highfield Littleport Academy and that I accept responsibility for observance of the regulations. I hereby indemnify the Governors of the Academies against all claims in respect of injury, loss or damage (including damage to the college premises) arising from this letting. In requiring this undertaking the Governing Body does not seek to absolve themselves or any employees from the liability as owner/occupiers of the premises.

Signed: ……………………………………………..

Organisation: …………………………………………………….

Date: ……………………………………

Address: ……………………………………………………………………………………………………

……………………………………………………………………………………………………………….

**Section 7 – FOR OFFICE USE ONLY**

Scale charged:

Details: ………………………………………………….

Letting Approved Business Manager: YES/NO

Letting Approved Site Manager: YES/NO

Noted in Office Diary (Date) ……………………………………………..

Noted in Lettings Diary (Date) ………………………………………….

Approval Letter sent (Date) ……………………………………………..

Account despatched (Date) ………………………………………………

**APPENDIX 2**

**SAFETY ISSUES GUIDE**

Upon arrival at the Academy, could you please read the following statement in consultation with the Site Manager, or his deputy, on duty and then sign at the bottom of the page to show that you understand and will comply with safety issues whilst on site, informing any other members of your group of the necessary details.

I am aware of:

* the nearest public telephone, or have access to a mobile phone at all times
* the need to provide first aid and first aid materials (1 first aider is required for every 250
* people during general events but 1 first aider to 125 people during sporting events)
* the nearest emergency evacuation exits
* the assembly point if the fire alarm sounds
* the nearest firefighting equipment
* any licences which may be needed for my activity, e.g. Temporary Events
* licence for sale of excisable liquor, Betting, Gaming & Lotteries Licence, Food Safety Regulations, the Children's Act legislation, the Performing Rights Society, video or phonographic performance licences
* my responsibilities under the Health and Safety at Work Act 1974.

In case of emergency, telephone the relevant emergency service and the Lettings Manager on duty on their mobile telephone number, shown below.

Lettings Administrator: Jo Hedges Site Manager: Lindsay Winters

Telephone Number: 07732 546248 Telephone Number: 07923 597332

Safety Issues Guide - Response Slip – Littleport and East Cambs Academy/Highfield Littleport Academy  
Name of Hirer / Organisation - (Print Name of Group)

…………………………………………

**I have read and will comply with the above safety issues whilst on site.**

Signature of Hirer …………………………………………………………..

Date …………………………………………………………………………

**APPENDIX 4**

**PROVISION OF STEWARDS**

1. The hirer shall provide such numbers of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, but as a minimum as per the table below, and ensure that the stewards are capable and suitable to undertake the duties allocated to them, including:

1.1. The orderly and safe admission and departure of persons to and from the premises and to be aware  
 of any special requirements needed to ensure the safe evacuation of the audience/patrons from the  
 premises in case of emergency;

1.2. The safety of the premises and the preservation of good order and decency therein; and

1.3. Ensuring that no overcrowding occurs in any part of the premises, that gangways and exits are   
 kept clear at all times, and to prevent standing on seats or furniture.

2. For all dances, the following will apply:

2.1. All stewards must be clearly identified by a badge (provided by the hirer) showing the name of   
 the person and the word “Steward”. They must introduce themselves to the Site Manager, or his   
 deputy, before the function commences

2.2. All stewards (be they employed or volunteers) must be instructed in their duties by the hirers and  
 not by any agent of the hirers.

2.3. Stewards must be provided by the hirers at all times during the period of the booking -

1) For any entrances and exits

2) For the Bar area (and ensure that all glasses are collected and returned to the Bar at   
 regular intervals, and also at the end of the hiring)

3) Supervising the Toilets.

2.4. There must be no admission after 10.00pm, and no re-admission at any time during the   
 course of the booking. If a person leaves the premises after admission he or she must not be allowed in

again that evening.

2.5. People known to have caused any problems inside or outside on any previous occasion or are   
 clearly the worse for drink must be refused admission.

2.6. Newspaper advertisements should include the words “No admission after 10.00pm.  
No re-admission at any time. The Organisers have the right to refuse admission”.

2.7. Bottles and glasses must not be left lying about in any part of the premises.

**Stewards Required to Attendees**

**Stewards / Attendees**

Seated Unseated

1 – 250 1 - 100

2 - 251 – 500 2 - 101 – 200  
 3 - 201 – 300

**NAMES, ADDRESSES, TELEPHONE NUMBERS OF STEWARDS ON DUTY**

**FUNCTION** …………………………………………………………

**NAME OF HIRER** …………………………………………………………..

**DATE OF FUNCTION** …………………………………

NAME: ……………………………………………………………..

ADDRESS: ……………………………………………………………………………………...

POST CODE: …………………………… TELEPHONE: …………………………………..

I have read and understand the conditions concerning the provision of stewards

*(Signed)* ………………….…………………………

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NAME: ……………………………………………………………..

ADDRESS: ……………………………………………………………………………………...

POST CODE: …………………………… TELEPHONE: …………………………………..

I have read and understand the conditions concerning the provision of stewards

*(Signed)* ………………….…………………………

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NAME: ……………………………………………………………..

ADDRESS: ……………………………………………………………………………………...

POST CODE: …………………………… TELEPHONE: …………………………………..

I have read and understand the conditions concerning the provision of stewards

*(Signed)* ………………….…………………………