APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

NOTE:
(1) Submit applications to the Headteacher at least 14 days in advance of hiring.
(2) Use a separate form for each date unless the accommodation required is the same.
(3) Please complete form in BLOCK LETTERS.

SCHOOL: **HOLY FAMILY PRIMARY SCHOOL** SCHOOL NO. **539**

FULL NAME OF ORGANISATION:

NATURE OF FUNCTION:

DATE(S) REQUIRED

SEATING REQUIRED FOR:_____ (See Condition No.5 of TERMS AND CONDITIONS BOOKLET – LT02)

	Tick If Req'd	No of Sessions		Function Time		Clearing Time		For Office Use	
		MON, TUES, WED THURS, FRI		FROM	TO	FROM	TO	£ CHARGE	VAT
EXCLUSIVE USE THROUGHOUT HIRE?									

* PUBLIC LIABILITY INSURANCE

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.

No hiring should take place without this insurance cover arranged either by the Hirer or through the school.

CHARGE PER OCCASION £ per hour	
***HIRER INSURANCE FEE**	
TOTAL VAT	
TOTAL CHARGE	
DEPOSIT REQUIRED	

N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) _____ NAME _____

ADDRESS_____

_____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

_____

_____

FOR OFFICE USE

AUTHORISATION OF HIRE signed _____ DATE _____

INVOICE No _____ PAID DATE. _____