



APPLICATION FOR THE HIRE OF EDUCATION FACILITIES

The application should be sent to the school where hiring is required. Application should normally be made at least 14 days before hiring is required.

School at which facilities are required: Westfields Junior School
Date(s) required 1. Time from To 2. Time from To 3. Time from To
Facilities required (please tick) Room (s) Active Rooms Hall Sports pitch Hard/grass area Other

Name of organisation

Name and address of applicant
(To whom correspondence may be sent)

Telephone Number

Name and address of Treasurer
(To whom invoice may be sent)

Telephone Number

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	OAP Group or adult handicapped YES / NO
--	--	---

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. I am over 18.

Signed.....

Date

Please complete this section, which will be sent to you as confirmation (or otherwise) of the Hire. It is not an invoice.

YOUR APPLICATION TO HIRE

Westfields Junior School

On

Is approved/not approved as the facilities are not available. If not approved you are invited to apply to an alternative school.

The hire is subject to any special condition listed overleaf.

Name:

Address :

.....

.....

The charge will be £ *unless the minimum charge applies or the period of letting is exceeded.
An invoice for the actual charge will be issued **after** the hire.

**Subject to re-check*