HIRE OF THORPE HALL SCHOOL PREMISES

APPLICATION FORM

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| **APPLICANT INFORMATION:** |
| FULL NAME ORGANISATION NAME: |
| ADDRESS: |
| POSTCODE: EMAIL ADDRESS: |
| MOBILE NUMBER: WORK NUMBER: NUMBERS ATTENDING (Please give maximum): |
| PURPOSE OF HIRE (See Condition 26-30 in Conditions of Hire): |
| CONTACT ON THE DAY (See Condition 32):  Name: Emergency Mobile Number |

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| **ACCOMMODATION REQUIREMENTS AND FEES** | | | | |
| ACCOMMODATION | Hire Charge | HOURS REQUIRED | START/END DATE | TIME OF EVENT (From, To) |
| Theatre |  |  |  |  |
| Hall |  |  |  |  |
| Sports field |  |  |  |  |

Deposit - At the time of booking, a fee of £100 +VAT is required plus a separate cheque for 10% of the hire costs, which will be in respect of any potential damage incurred during the hire period. Provided no damage has been sustained, the cheque will remain uncashed and will be returned to the Hirer after the event Payments can be made directly into our Bank Account: Thorpe Hall School Trust ACC 90899232 S/C 20-79-73

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| **SPECIFIC REQUIREMENTS (Please tick the items you require)** |
| PLAYING FIELD (Please describe requirements): |
| FACILITIES: Spotlights  Retractable seating  Number of: Chairs  Tables |
| OTHER: |
| LAYOUT REQUIRED (Theatre): |

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| **SAFEGUARDING** |
| If you are an organisation working with children, you must sign to say that:  1. All adults working with children have read and understood KCSiE part 1  2. You have a staff code of conduct which staff have read and understood.  3. You have a safeguarding policy which is compliant with regulations relating to working with children.  If you are an organisation whose usual operations do not include children, you must tick the box to acknowledge that you take sole responsibility for any safeguarding issues that may arising during the course of hiring the school’s facilities.  Signed …………………………………………………. Date…………………………………….. |

Signed …………………………………………..

On behalf of Thorpe Hall School Trust

Date………………………………..

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| **EVENT INFORMATION** |
| PLEASE TICK WHETHER THE EVENT IS PUBLIC OR PRIVATE (Legal advice should  be sought where doubt exists. See also Condition 26 and Appendix A on Conditions of Hire) PUBLIC  PRIVATE |
| PLEASE TICK IF THERE WILL BE ANY OF THE FOLLOWING AT THE EVENT  Admission charge  Singing/Music Dancing (by performers or public)  Consumption of alcohol |
| GIVE DETAILS OF ANY PROPOSED ACTION OR PERFORMANCE (Involving scenery, decorations, real-flame, smoke or smoking, pyrotechnics or fireworks, pulsing light  (stroboscopes), lasers, firearms or any potentially hazardous action on apparatus, animals, vehicles.) |
| IF HIRING WILL INVOLVE SPORTING OR GYMNASTICS ACTIVITIES, PLEASE PROVIDE THE FOLLOWING INFORMATION OF THE PERSON IN CHARGE |
| Name Qualifications |
| IF HIRING WILL INVOLVE SPORTING OR GYMNASTICS ACTIVITIES, PLEASE PROVIDE THE NAME OF THE APPOINTED FIRST AIDER |
| Name |

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| **Charity** |
| Are you a registered charity? YES  NO |
| Charity Number ……………………………………………… |

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| **Ratios children : adults** |
| How many adults on site |
| How many children on site |

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| **DOCUMENTION** |
| I confirm that we hold: |
| Public Liability Insurance |
| Code of Conduct |
| Safeguarding Policy |
| All documents must be shown on request |

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| **DECLARATION** |
| I, on behalf of |
| hereby apply for the use of the accommodation and facilities stated, and, if my application is approved, I will ensure payment in advance of the charges due and comply with the conditions which I have read. I confirm that I will make myself and all other users within my jurisdiction aware of the procedures to be followed in the event of a fire or other emergency evacuation. I have attained the age of 18 years. |
| Signature of Applicant Date |
| Attention is drawn to Condition 8. If the application is granted, INSURANCE AGAINST REPONSIBILITIES IS STRONGLY ADVISED. In addition, Condition 27 requires the hirer to ensure compliance with the “Conditions of Licence” relating to the use of the premises for any function requiring a licence under one or more of the statutes mentioned. |

DATA PROTECTION ACT – ANY PERSONAL DATA ENTERED ON THIS FORM MAY BE HELD ON COMPUTER FILES

Signed …………………………………………..

On behalf of Thorpe Hall School Trust

Date………………………………..