

The Firs Lower School - Premises Letting

Premises Booking form

ORGANISATION'S DETAILS

Name of Organisation.....

Name of Person Responsible / Co-ordinating event

Name	Address	Phone number
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Name of person making booking

Name	Address	Phone number
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Public Liability Insurance – please attach a copy with this form

Name of insurer:	Policy number:
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Child Protection Policy – please attach a copy with this form

Name of designated safeguarding lead:	Date of last policy review:
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BOOKING DETAILS

Purpose letting required for.....

Type of letting required – see relevant box. Please note the time requested should include time required for any setting up and/or clearing away.

Single date letting	Block of set dates	Ongoing regular weekly letting
Day Date	Day Dates from/to	Day
time	time	time

Please state requirements

Please state area required (hall, classroom or outdoor) and any items required – eg., Chairs/tables/overhead etc	Toilets required? Yes / no	Approximate number of persons attending.
	Heating required? Yes / no	Will members of the public be present? (i.e. people other than our own pupils and parents) Yes / no

Name and address of person to be invoiced

If your booking requires working with children this agreement is dependent on appropriate safeguarding arrangements being in place. This is a condition of the booking and failure to comply with this would result in termination of the agreement.

I/we have read the rules and I /we agree to abide by the Terms of Hire (see reverse)

Signed.....

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For office use only

Premises Manager informed and available	Headteacher informed	Staff informed
Fee agreed £.....	Any other notes / information	

TERMS OF HIRE

- No smoking, included the smoking of E cigarettes, within any part of the building or premises, inside the perimeter fence
- No animals allowed on any part of the premises.
- No music without the appropriate licence.
- No alcohol to be sold without the appropriate licence and agreement of the Governing Body.
- Only the areas (rooms and toilets) agreed on the booking form may be used.
- **Kitchen**
If the use of the kitchen is required then this must be discussed with the School Business Manager. Please be aware due to Health and Safety Regulations and Food Hygiene regulations the preparation and cooking of food and use of industrial equipment cannot be considered
- **Cancellations**
We ask that cancellations should be notified by 6pm on the previous day for weekday lettings and by 6pm on the Thursday for weekend lettings.
- **Late Cancellation Fee**
A late cancellation fee of £10 may be charged if the above notice is not given

Premises Manager's Contact details

Day time contact - School office phone number 01525 402735

To be used in the case of late cancellations and emergencies only 07793 224139