

APPLICATION FOR THE USE OF SCHOOL PREMISES OUT OF SCHOOL HOURS

Please complete in BLOCK CAPITALS and submit form to the Lettings and Events Coordinator, at least 7 days before the period of hire is due to commence.

PARTY BOOKING FORM

Name of Hirer:	
Address and Postcode	
Contact number:	

FACILITIES REQUIRED - Please Tick box as required:

2 HOUR - ½ Astro Pitch	
2 HOUR - Sports Hall	
2 HOUR - Community Room and Kitchen	

ACTIVITY

EVENT DATE & TIME

HIRE OF FACILITY COST

Hire of Facility for Two Hours	£50.00
VAT	£10.00
TOTAL BOOKING PRICE	£60.00

PLEASE COMPLETE SECTIONS ON REVERSE OF THIS FORM.

INSURANCE COVER

Stratford upon Avon School

Alcester Road,
Stratford-upon-Avon,
Warwickshire, CV37 9DH

Tel 01789 268051 Fax 01789 261919 www.stratforduponavonschool.com email: staff@stratfordschool.co.uk

Stratford-upon-Avon-School, a company limited by guarantee registered in England and Wales under number 07690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire, CV37 9DH

- (i) I, the Hirer, shall be liable for, and shall indemnify Stratford upon Avon School for all claims made against the school in respect of death, personal injury and / or loss or damage to property arising from the hiring, unless due to the negligence of the School.
- (ii) The Hirer shall also be liable for any loss or damage to the school property or premises arising from the hiring. The school reserves the right to charge the hirer an additional fee for any associated costs it has incurred in such an event.
- (iii) All Hirers are encouraged to have their own Public Liability Policy, but it is a pre-requisite for all formally constituted clubs or membership groups, hirers running events, sporting activities, and holiday activities, and all other such activities where professional skills and instruction are essential to organise and manage the hiring.

If you maintain a Public Liability Policy, please complete:

Policy Number	Expiry date	Indemnity Limit £
Name and Address of Insurance Company		
I enclose (or attach to an email) a copy of my insurance policy with the booking request form		Yes / No
OR I undertake to provide a copy of my policy document on request.		Yes / No

(iv) Hirers not Holding Insurance Cover

In the event the School is able to accept bookings from individuals who do not hold public liability insurance, an increased cost may be chargeable to cover inherent risk. Please complete below:

I do not hold a public liability policy. Please contact me to discuss an adjustment to my hire fee.

(iv) I hereby undertake that, in the event of any claim arising during my hire of the School's premises, I shall not admit liability to the claimant, but immediately forward such claims with a brief report on the incident to the Strategic Business Director – Stratford upon Avon School, Alcester Road, Stratford upon Avon, Warwickshire, CV37 9DH.

Signature: Date:

DISCLOSURE & BARRING SERVICE (DBS) – CHECKS

I confirm that the Club/Organisation has appropriate DBS Checks for attending staff members. All requisite checks as specified in 'Keeping Children Safe in Education' (Dept for Education 2015) have been undertaken (<i>The Disclosure & Barring Service (DBS) is an executive agency of the Home Office and has been appointed by government to carry out Police and Department for Education (DfE) checks. Anyone who owns, manages or works in a service dealing with children or vulnerable adults has to undergo a DBS check.</i>)	Yes	No
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DECLARATION (please read before signing)

I have received a copy of the Terms and Conditions of Hire and agree to be bound by them. I also agree to comply with all obligations imposed by statute, regulation, byelaw or order made there under, relevant to the use by me of the premises and grounds. In particular, and without prejudice to the generality of the foregoing, I agree to observe the requirements of the Theatres Act 1968, the Cinemas Act 1985 and the Copyright, Designs and Patents Act 1988 and to obtain, and produce on demand when requested to do so, all licences necessary. I further agree to observe the requirements of the Licensing Justices.

I agree to pay the charges due as required, and hereby certify that the premises and grounds will be used only for the purposes stated. I am over 18 years of age

Signature: Date:

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