

CALDEW SCHOOL

HIRE OF PREMISES/FACILITIES BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

This form is to be completed by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Hire Procedures are adhered to at all times.

ACCOMMODATION REQUIRED (i.e. hall, field, kitchen etc.)	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST (£)
	FROM	TO				
TOTAL COST						£
Name of Hirer:						
Address:						
Contact Tel No.						
Email Address						
Name of Organisation:						
Purpose of Hire: (if fundraising, state where proceeds will be applied)						
Estimated No. of People present?						
How many chairs will be required?		Adult:				
		Children:				
How many tables will be required?		Adult:				
		Children:				
Any other equipment required (e.g. projector)?						

DECLARATION

I apply for use of the above accommodation and facilities and if my application is approved, I will pay in advance all hire charges in accordance with the school schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Public Liability Insurance
Policy No.

Expiry Date:

/ /

Level of Cover:

£

Signed:

Date:

/ /

FOR OFFICE USE ONLY

Cancellation Costs:

£

Admin Costs (if any):

£

Booking Confirmed
(Date):

/ /

Invoice Sent
(Date):

/ /

Payment Received
(Date):

/ /

Appropriate safeguarding arrangements in place

Yes / No

Checked by: