

PARKFIELD SCHOOL LETTING - INITIAL HIRE REQUEST

Name of Applicant:

Address:

.....

Telephone Number:

Name of Club/Organisation:

Activity of Club/Organisation:

Details of Premises Requested (Hall only, Hall with Playground and/or School Field):

.....

Day of Week Requested:

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Dates Required:

Use of School Equipment/Furniture (please specify your request):

.....

Details of any equipment to be brought into premises by hirer (including electrical equipment):

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Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Where applicable have DBS checks been carried out?

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Does the Hirer have appropriate policies / procedures to ensure the safeguarding and child protection?

.....

Name of Club/Organisation Treasurer

.....

Address to which invoice should be sent:

.....

Telephone number:

Where possible, the dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but where possible prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

Any other relevant information:

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I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed in a personal capacity and on behalf of:

Whose authority I have to bind them by signing this application

Signed:

Print name:

Position in Club/Organisation:

Date: