



THE DOWNLEY SCHOOL LETTINGS APPLICATION FORM

Definition of a Letting: A letting may be defined as 'any use' of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as a local branch of 'Weight Watchers'). **A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.**

Part 1: *(to be completed by all Hirer's)*

Name of Applicant:			
Name of Group/Club:			
Additional Contact Name: (in case of emergency)			
Full Postal Address of Applicant: (external hirer's only)			
Daytime Telephone No:	Evening Telephone No:	Mobile:	
Email address:			

Part 2: *(to be completed by all Hirer's)*

Purpose of Hire:				
Full Year	Term Time Only (Sept to July)	One of booking	Other (please specify)	
Days of week	Start Date	End Date	Start time	End time

If you require multiple dates and/or times please state on a separate sheet.

Types of Accommodation: (please tick)			
Main Hall hour	£15 per		Music Room hour
Sports Hall hour	£15 per		Field hour
Number of tables			Number of chairs



Part 3: Please note a copy of the relevant licence will be required on booking.

Licence/Copyright (please tick) DO YOU HAVE:		
Music Copyright	Yes	No
Public Performance Licence	Yes	No
Theatre Licence	Yes	No
Name of Nominated person who will act as the Licence holder:		
Do you intend to use/bring into the premises any additional electrical equipment that has recently been test by an approved registered contractor (copy of certificate is required before letting is confirmed)	Yes	No
Will the general public be admitted?	Yes	No
If so what is the approximate number of people attending?		
Details of admission charge:		
Are you intending to sell alcohol? If so you will be required to meet with the Licence holder before the event.	Yes	No
Working with children you will need a valid DBS clearance	DBS No:	DBS No:
Do you have PUBLIC LIABILITY INSURANCE: Any hirer that uses the school must be properly insured (copy will be required before letting is confirmed)	Yes	No

Part 4: (to be completed by all Hirer's)

- I confirm I have read and agree to the terms and conditions
- I agree to be responsible for the payment of fees charged in respect of this letting.
- I agree to pay the cost of making good any damage which has occurred to the school buildings and/or contents or other property of the Local Education Authority during or in consequence of the proposed letting.

Please make payments via BACS to: Lloyds Bank, Sort Code: 30-94-28 Account No: 03565657

Signature of Applicant: (must be over 18 years of age)

_____ **Date:** _____