St Bonaventure’s School Lettings Application Form

**Appendix 1**

This form must be completed by the person responsible for the proposed hire of the school premises. You **must** provide as much information as possible. Completion of this form **does not** guarantee the letting will be accepted. Further documents may be requested before any letting commences.

**LET Ref No** – 001-21/22

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Facilities required** | **Purpose of Hire** | **Time**  **Start Time End Time** | | **Total Hours**  **(Daily/Weekly)** | **Dates**  **From To** | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Name & type of organisation: | | | | | | |
| Registered charity / company registration numbers: | | | | | | |
| Contact name and address: | | | | | | |
| Contact email address:  Contact telephone number: | | | | | | |
| Maximum number of participants:  Age range of participants:  Number of supervising adults:  Relevant qualifications of supervising adults: | | | | | | |
| Will any licences (alcohol, performing rights etc.) be required? **YES/NO** ( If yes please attach copy for inspection) | | | | | | |
| Do you have Public Liability Insurance in place? **YES/NO** (If yes please attach copy for inspection. If no, please ask if you require us to organise it.) | | | | | | |
| Will you be providing a qualified first aider(s)? **YES/ NO/ NA** | | | | | | |
| Use of school equipment (please specify your request as appropriate): | | | | | | |
| Details of any electrical equipment to be brought onto site: | | | | | | |
| Have DBS checks been carried out? YES/NO/NA (If yes please attach copy for inspection) | | | | | | |
| Any other information relevant to your application: | | | | | | |

On behalf of the above organisation I agree to be responsible for the fees charged and have read and understood the attached Lettings terms and conditions required of me as a Hirer.

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

Signed……………………………………………………………………. Date……………………………………….

(Please complete and return to the School Business Manager at least 21 days before the event, wherever possible)