

Application for the hire of facilities

The application should be sent to the school and should normally be made at least 21 days before hiring is required.

Name and address of applicant _____
(to whom correspondence can be sent)

Telephone number _____ Postcode _____

Email address _____

Name of organisation and position within organisation _____

Facilities required

Gym Assembly hall Sports Hall

Sports pitch/court (specify) Hard/grass area (specify)

Room(s) specify number Other facilities (specify)

'Please specify if whole pitch or part/number of courts

Purpose of hire _____ Do you wish to provide bar facilities? YES / NO

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group YES / NO Older persons group or adult with disabilities YES / NO

Date(s)/Days required. State if term time or year round. _____ Time from _____ to _____

Conditions of hire continued

Declaration

- 1 I have read and accept the school's conditions of hire, and agreed to abide by these and any special conditions communicated to me.
- 2 I agree to indemnify The Petersfield School against any accidents or damage to property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of The Petersfield School. I understand that The Petersfield School has taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my legal liability for accidents, damage and injury.
- 3 I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.
- 4 I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
- 5 I understand that there will be a minimum charge unless there is a concurrent hirer.
- 6 I agree to the payment conditions.
- 7 I am over 18.

Signed _____

Date _____

Name in full (in Block Capitals) _____

CONFIRMATION OF A BOOKING AT THE PETERSFIELD SCHOOL

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This section will be returned to you as confirmation or otherwise of the letting. It is **not** an invoice.

Name _____

Address

Approval is given/not given to your application to hire _____(facilities)

at The Petersfield School on _____

The charge will be £ _____ * starting at _____ hours and finishing at _____ hours unless the minimum charge applies or the period of letting exceeded.

All hire charges must be paid within one month of the invoice being issued. An invoice will be issued at the beginning of each month for all the hires that are due to take place in that month.

Completed form to be returned to: -

The Petersfield School

Cranford Road

PETERSFIELD

GU32 3LU

Or e-mail: - ddean@petersfieldschool.com