

Application for the hire of facilities at:

St Oswald's Catholic Primary School

To be completed by the Applicant/Person responsible for payment of the charges in respect of the hire.

The Hirer: Name of Applicant

Society/Organisation representing

Contact address (Invoice address)

Telephone Number (day)

Telephone Number (evening)

E-mail address

Please provide a copy of your

Company:

Policy Number:

Appendix 2

Public Liability Insurance Quote Company & policy Number

Details of Hire:

Area of Premises to be hired:	
Day(s)/Date(s) of proposed hiring	
(Period of time agreed):	
Times(s) of proposed hiring:	Start: Finish:
Will access be required outside these times? (E.g. to set up or pack up)	
Purpose of Hire:	
Hire Charges:	Sports Hall £40.00 for the first hour, £20.00 for each subsequent hour Main Hall £30.00 for the first hour, £15.00 for each subsequent hour Football Pitch £45.00 per hour
No. of adults expected to attend:	

No. children expected to attend:

If children are expected to attend, we require a copy of your Child Protection Policy

Declaration:

I hereby make an application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay the charges in respect thereof.

I declare that I am 18 years or over

Signature of Applicant	Date
	Date

To be completed by Site Manager/Site Supervisor/Caretaker.

I agree to the hiring of the accommodation and facilities to the Applicant as detailed above based on the provisions of the Terms and Conditions.

Signature of Site Manager	Date

Print Name _____