**Booking Request for the use of school premises out of school hours**

Please complete in BLOCK CAPITALS and submit form to the School Operations Manager, at least 7 days before the period of hire is due to commence, or if it is a holiday booking this form must be submitted at least 7 days prior to the end of the term.

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| **Club or Organisation details** | | | | |
| Full name of Hirer: | |  | | |
| Address of Hirer: | |  | | |
| Invoice Address  (if different)  Post Code: | |  | | |
| **Contact details** | | | | |
| Hirer contact  Telephone number: | Home: | | Work: | Mobile: |
| Email address: | |  | | |
| Emergency contact Telephone number: | Home: | | Work: | Mobile: |
| Email address: | |  | | |

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| **Booking details** | | | | | | |
| Facility  e.g. School field (including court), Main Hall. | Activity  Please provide a brief outline of the activity e.g. football, meeting, youth club, dance etc. | Dates  Please indicate below all dates required (start and end) clearly showing any breaks in your booking schedule. | | Times  You must include any set up or take down time required to avoid impeding other bookings. | | Approx. numbers attending. |
| From | To | From | To |
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| **Age category (Tick box if applicable)** | | | | | | |
| Junior (16 and under) | | | Senior (over 16) | | | |

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| **Additional requirements (please delete as necessary)** | | | |
| Chairs | Yes | No | Number required |
| Tables | Yes | No | Number required |
| Water jug/s cups | Yes | No |  |
| Any other requirements  (please indicate any other requirements you have and we will see if these can be accommodated) | |  | |

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| **Health and Safety** | | | | | |
| Do you have appropriate First Aiders within the Club/Organisation?  Please note that the school **does not** provide First Aiders. | Yes | No | Do you have appropriate Public Liability Insurance that includes Third Party Property Damage within the Club/Organisation?  Please complete the insurance declaration below and also provide a copy of your documents when submitting this form. | Yes | No |

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| **Qualifications** | | |
| Do all sports instructors have the relevant and valid qualifications/affiliations and adhere to any guidelines for the specific activity? | Yes | No |

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| **Disclosure & Barring Service (DBS) – Checks** | | |
| I confirm that the Club/Organisation has appropriate DBS Checks for attending staff members. All requisite checks as specified in ‘Keeping Children Safe in Education’ (Dept. for Education 2015) have been undertaken (The Disclosure & Barring Service (DBS) is an executive agency of the Home Office and has been appointed by government to carry out Police and Department for Education (DfE) checks. Anyone who owns, manages or works in a service dealing with children or vulnerable adults has to undergo a DBS check.) | Yes | No |

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| **Declaration** |
| I the hirer, agree on behalf of my Club/Organisation agree to be bound by the Lettings Policy as provided by Laureate Community Academy. I have read and understood this application form and the Lettings Policy provided.  Name:…………………………...... Signature:…………………………......Date:…………………………...... |

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| **Insurance Declaration** |

1. I, the Hirer, shall be liable for, and shall indemnify Laureate Community Academy for all claims made against the school in respect of death, personal injury and / or loss or damage to property arising from the hiring, unless due to the negligence of the School.
2. The Hirer shall also be liable for any loss or damage to the school property or premises arising from the hiring. The school reserves the right to charge the hirer an additional fee for any associated costs it has incurred in such an event.
3. All Hirers are encouraged to have their own Public Liability Policy, but it is a pre-requisite for all formally constituted clubs or membership groups, hirers running events, sporting activities, and holiday activities, and all other such activities where professional skills and instruction are essential to organise and manage the hiring.

Please complete:

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| --- | --- | --- | --- | --- | --- |
| Policy Number: | Expiry date: | | Indemnity Limit:  £ | | |
| Name and Address of Insurance Company | |  | | | |
| Name and Address of Insurance Broker (if applicable) | |  | | | |
| I enclose (or attach to an email) a copy of my insurance policy with the booking request form | | | | Yes | No |

1. Hirers wishing to store equipment at the school overnight are asked to discuss this with the Lettings and Events Co-ordinator. Please refer to item 6.4 in the Terms and Conditions document. Please note that, subject to conditions, the School’s insurance will cover such items.
2. Hirers not Holding Insurance Cover In the event the School is able to accept bookings from individuals who do not hold public liability insurance, an increased cost may be chargeable to cover inherent risk. Please complete below:

I do not hold a public liability policy. Please contact me to discuss an adjustment to my hire fee.

1. I hereby undertake that, in the event of any claim arising during my hire of the School’s premises, I will immediately forward such claims with a brief report on the incident to the School Operations Manager.

Signature: ……………………………………………………. Date: ……………………………………