

Looe Community School Application for the Hire of Premises

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

The Hirer

Name of Applicant	
Society/Organisation represented	
Contact Address	
Telephone Number (daytime)	
Telephone Number (evening)	
E-mail Address	
Public Liability Insurance (Quote Company & Policy Number)	

Details of Hire

		For Office Use Only CHARGE
Area of Premises to be hired		
Date(s) of proposed hiring		
Time(s) of proposed hiring		
Will access be required outside these times (e.g. to set-up or pack-up)?		
Purpose of Hire		
Number of Adults expected to attend		
Number of children (under 16)/Vulnerable adults expected to attend.		
CRB Clearance Serial Number & Issue date of supervising adult(s)		
Hirer must attach Child Protection Policy		Attached? <input type="checkbox"/>
Will catering facilities be required?		

What other facilities will be required (Stage lighting, Sound System, etc.)?		
Will there be music and dancing?		Licence gained?
Will alcohol be served/consumed?		
Is an admission fee to be charged?	£	
To what purpose will the proceeds be devoted?		
Will the proposed function be advertised and, if so, in what manner		

The Hirer must not indicate or imply, in any way, that the event is endorsed by the Council/School in any advertisements.

Declaration

I hereby make application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay, in advance (unless otherwise agreed), the scale and other charges in respect thereof and to comply with the conditions in the subjoined Terms and Conditions. Cheques payable to Looe Community School.

I declare that I am 18 years or over

Signature of Applicant _____ Date _____

Print Name _____

Authorisation

To be completed by the Site Manager.

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 _____

For Office Use Only

Agreed Charges	£	Invoice/Receipt Number
VAT @ 20%	£	
Total	£	

