**FACILITIES BOOKING APPLICATION FORM**

**Name of Hirer/Appointed Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group/Organisation**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**PostCode**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Work)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Home)**

**APPOINTED PERSON WILL BE RESPONSIBLE FOR COMPLYING WITH**

**CONDITIONS AS PER TERMS AND CONDITIONS**

**DATES REQUESTED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE**  **FROM** | **DATE**  **TO** | **TIME**  **FROM** | **TIME**  **TO** | **TYPE OF FUNCTION/EVENT** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**FACILITIES & EQUIPMENT REQUIRED:** (Please tick boxes)

|  |  |  |  |
| --- | --- | --- | --- |
| **FACILITIES REQUIRED** | | **EQUIPMENT REQUIRED** | |
| 1. Hall | 1. Football Pitch |  |  |
| 1. Community Room | 1. Playground | 1. Projector | 1. Flipchart Stand |
| 1. Classroom |  |  | 1. Main Stage (notice in advance) |
| School Field |  |  | 1. Piano |
| Other (Please specify): | | Other (Please specify): | |

|  |  |
| --- | --- |
| **NUMBER OF PEOPLE:** |  |

**IS ALCOHOL BEING PROVIDED/SOLD AT THIS EVENT? YES**

**NO**

**IF YES, A TEMPORARY EVENTS LICENCE MUST BE PROVIDED AND A COPY GIVEN TO THE SCHOOL PRIOR TO EVENT.**

**PLEASE NOTE, PERMISSION WILL NOT BE GRANTED FOR THE PROVISION/SALE OF ALCOHOL WITHOUT A VALID LICENCE. A LICENCE CAN BE OBTAINED FROM SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. We have our own Public liability Insurance and details are attached.

2. We do not have our own public liability insurance

3. Copy of Current Ladders and Scaffold Certification

4. We have read and agree to the Terms and Conditions

5. Copy of Safeguarding Policy (for public events with children)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I certify that I am not less than 18 years of age. I have read the School’s Lettings Policy and agree to be bound by its Terms & Conditions, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.**

**I hereby indemnify Stapleford Community Primary School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.**

(In requesting this undertaking, the School does not seek to absolve themselves or any employees from liability as owner/occupiers of the premises).

**Signed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
A person signing on behalf of a group/organisation must be duly authorised to do so

**HIRING OF SCHOOL PREMISES 1 JAN 24 – 31 AUG 24**

**A)** 4.0 **SCALE OF CHARGES – TERM TIME ONLY**

***Hiring of School Premises***

1. **Individuals and organisations** are charged at standard hourly rates, which are:

Hall £46.20

***The capacity of the hall is 240 (seated e.g. concert or play) and 200 (standing e.g. dance or disco).***

Community Room £14.00

1. **Local Community Room Groups/Regular Weekly Group Meetings** are charged at special, hourly rates:

Hall £13.15

Community Room £7.70

Playground £4.40

School Field £32.50

1. **Clubs arranged and booked by School for the benefit of pupils of Stapleford Community Primary School** are charged at the lower hourly rate.

Hall £5.35

Classroom/Community Room £2.55

School Field £32.50

Football Pitch £10.00

1. **Other: On application if not meeting the above criteria**

Weekends will be subject to a minimum 3-hour charge at the discretion of the School.

4.1 **ADDITIONAL CHARGES**

|  |  |
| --- | --- |
| Setting up/Clearing up time: | This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice. |
| Insurance: | Charged at 12.5% of Lettings charge or £1.30 (whichever is the greater) + 6% Insurance Premium Tax |

**The School incurs administrative costs each time a letting is accepted. An administrative charge of £5.50 is included on each invoice.**

**CARE TAKING AND CLEANING**

Removal of the School PE equipment in advance of the letting £10.00

Monday to Friday after 6.00pm and before 10.00pm £20.00

Saturday to 10.00pm £20.00

Monday to Saturday 10.00pm to midnight £25.00

**EQUIPMENT HIRE** *(Subject to VAT and availability)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Piano:** £7.00 |  | **Flip Chart**: £5.00 |  |
| **Projector:** £40.00 | |  |  |

**Table and chairs will be free to use for standard bookings, additional hired table and chairs will be charged.**

**Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.**

**KEYS AND FOB – £25.00 Deposit**

Multiple use lettings: Any group given a key / fob will have to pay £25.00 deposit for a key/fob to cover the cost of replacements if not returned within 1 week of the letting ending. This is to be paid ahead of the letting.

**USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**

By negotiation and subject to availability