

Booking Form for Premises Hire

(Please use BLOCK CAPITALS)

Name of Hirer (person, body, association, limited company)						
Address of Hirer						
Contact Number(s)						
Email Address						
Purpose of Hire						
Attendees	Total No		No. Adults		No. Children	
Single Booking	Date of booking		Start time		End time	
Block Bookings	Frequency / Days					
	Start Date				Start time	
	End Date				End Time	
<i>Booking times must allow sufficient time for preparation and clearing away before and after the event.</i>						
Facility Required	School Hall	☐	Library	☐		
Classroom ☐	Sports Pitches	☐	Drama Studio	☐		
Ceramic / DT rooms ☐	Playground	☐	Music Studio	☐		
Equipment Required						
Other arrangements						
<i>The school does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.</i>						
Will refreshments be served?	Yes	☐	No	☐		
Will alcohol be consumed?	Yes	☐	No	☐		
If yes, will the alcohol be served or sold?	Served	☐	Sold	☐		
<i>If permitted by the school, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.</i>						
I have read and accept the terms and conditions of hire and I confirm that I am over the age of 18						
Signed (Hirer):						
Full Name:						
Date:						
You will be sent confirmation of whether this application has been accepted or rejected by post or email. No letting will be regarded as booked until the deposit and booking fee is received in full and the hire agreement has been signed by the hirer and school.						

Please return this form to: Mrs G. Hinton, Bridgnorth Endowed School, Northgate, Bridgnorth WV16 4ER
gemma.hinton@bes.318education.co.uk

(School Use Only)

This application for premises hire is: ACCEPTED / REJECTED

Signed:

Position:

Date:

Evidence of own insurance cover supplied and approved	Yes	☐	No	☐
If no , include Schools insurance cover	Yes	☐	No	☐
Does the hire involved working with children / young people	Yes	☐	No	☐
If yes , has the school followed their safeguarding procedures	Yes	☐	No	☐
Deposit required for this event	Yes	☐	No	☐

Appendix 2: Confirmation of licence template letter