**Booking Form for Facilities Hire** (PLEASE USE BLOCK CAPITALS)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Hirer (person, body, association, limited company) | Click here to enter text. | | | | | | | | |
| Address of Hirer | Click here to enter text. | | | | | | | | |
| Contact Number(s) | Click here to enter text. | | | | | | | | |
| Email Address | Click here to enter text. | | | | | | | | |
|  | | | | | | | | | |
| Purpose of Hire | Click here to enter text. | | | | | | | | |
| Attendees | Total No | | Click here to enter text. | No. Adults | | Click here to enter text. | | No. Children | Click here to enter text. |
| Single Booking | Date of booking | | Click here to enter a date. | Start time | | Click here to enter text. | | End time | Click here to enter text. |
| Block Bookings | Frequency / Days | | Click here to enter text. |  | |  | |  |  |
|  | Start Date | | Click here to enter a date. |  | |  | | Start time | Click here to enter text. |
|  | End Date | | Click here to enter a date. |  | |  | | End Time | Click here to enter text. |
| *Booking times must allow sufficient time for preparation and clearing away before and after the event.* | | | | | | | | | |
|  | | | | | | | | | |
| Facility Required | | School Hall | | | | | Library | | |
| Classroom | | Sports Pitches | | | | | Drama Studio | | |
| Ceramic / DT rooms | | Playground | | | | |  | | |
| Equipment Required | | Click here to enter text. | | | | | | | |
|  | | | | | | | | | |
| Other arrangements | | Click here to enter text. | | | | | | | |
| Click here to enter text. | | | | | | | | | |
| *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.* | | | | | | | | | |
|  | | | | | | | | | |
| Will refreshments be served? | | | | | Yes  No | | | | |
| Will alcohol be consumed? | | | | | Yes  No | | | | |
| If yes, will the alcohol be served or sold? | | | | | Served  Sold | | | | |
| *If permitted by the school, the relevant license must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.* | | | | | | | | | |
| I have read and accept the terms and conditions of hire and I confirm that I am over the age of 18 | | | | | | | | | |
| Signed (Hirer): Click here to enter text.  Full Name: Click here to enter text.  Date: Click here to enter a 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:** Miss G Barrett, Bridgnorth Endowed School, Northgate, Bridgnorth WV16 4ER  [gbarrett@bridgnorthendowed.co.uk](mailto:gbarrett@bridgnorthendowed.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 | | | | |