



ST. HELEN'S CATHOLIC PRIMARY SCHOOL

APPLICATION TO HIRE SCHOOL PREMISES

This form must be completed by the hirer. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure all aspects of our lettings policy are adhered to at all times.

HIRER:

Full Name:		
Address:		
If acting on behalf of a business, club, organisation etc. please state its full name, address and your position there:	Name: Address: Your position:	
Contact No.:		
Purpose of Hiring:		
Safeguarding Is the event/activity exclusively for 0-18 year olds/vulnerable adults?	Yes	No
If so have all Supervisors/Coaches/Volunteers been DBS checked?	Yes	No
Third Party DBS clearance letter received?	Yes	No
Do you have a First Aid Certificate?	Yes - Please give details: No	
Is your club/organisation accredited and/or registered with the relevant National Governing Body? (i.e. British Gymnastics; British Dance Council; Charter Standard Status from the Football Association or Ofsted for childcare provision).	Yes, we have the following accreditation/registration award, (please give details): We are working towards accreditation/registration award, (please give details). No Not applicable	
All hirers are required to have suitable insurance cover (currently a minimum of £5 million for each and every claim for public liability) with a reputable company.	Name of Insurer Policy Number..... Expiry Date..... Limit of Indemnity..... Please enclose a copy of the insurance certificate when returning this form.	

Times/Areas/Facilities Hired

One Off Hire		Repeat Hire		
Date:		Frequency:	Start Time	Finish Time
Start Time:		Monday		
Finish Time:		Tuesday		
Comments:		Wednesday		
		Thursday		
		Friday		
		Saturday		
		Sunday		

School Hall	Yes / No	Sports Equipment	Yes / No
School Field	Yes / No	Stage Equipment	Yes / No
Classroom	Yes / No	Music Equipment	Yes / No
School Kitchen	Yes / No	Chairs (Insert No. required)	
• Light Refreshments	Yes / No	Tables (Insert No. required)	
• Use of ovens etc.	Yes / No		
Catering Equipment	Yes / No	School Catering Service Please ask for details	Yes / No
Other:			

Estimated number of people to be present?	
Will all persons attending be members of your organisation?	Yes / No
Will any copyright material be used?	Yes / No
Is the function/hiring to be Public or Private?	Public / Private
Will there be an admission charge? If so how much and what for?	Yes / No £
Will there be any of the following? Singing / music / dancing / theatrical performance? If so which?	Yes / No
Will you be using your own electrical equipment?	Yes / No
If so is it PAT tested? If not we can arrange for a fee if necessary.	Yes / No
Will alcohol be sold and/or consumed?	Yes / No
Is the hiring is a fund raising event where will any proceeds be donated?	

References	Please give contact names and addresses of two organisations we may contact for a reference:	
	1.	2.

Declaration:

1. I hereby accept the arrangements for the letting of St Helen’s Catholic Primary School as set down on the application form.
2. I have read and agree to be bound by the St. Helen’s Lettings Policy and all Terms & Conditions therein.
3. I hereby indemnify the School against any claims for loss or damage or personal injury or any associated costs arising from this agreement.
4. I understand that I must give *immediate notice / within 24 hours* in writing, to the school office, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give same immediate notice, in writing, to the Chair of Governors at the school.
5. I undertake to pay any charges due.
6. I confirm I am over 18 years of age.

SIGNED.....

Date

Please return this form with any applicable documentation to :

ssears@st-helens.southend.sch.uk
Mrs Sally Sears
St. Helen’s Catholic Primary School
North Rd, Westcliff on Sea
Essex SS0 7AY

<u>For use by the School:</u>	Date	Signed
Application form completed by Hirer		
Application form signed by Hirer		
Head Teacher approval		
References received		
Other Comments:		



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Appendix A – Pricing

The following are charges are for normal school opening hours and do not include VAT.

Lettings charges are **£20.00** per hour for clubs held for pupils of St Helen's Primary School during normal opening hours. The minimum charge is £20.00 and £10.00 will be charged for every half hour (or part) thereafter.

Pricing Table as at 8 November 2017

Facility	Guideline Price			
Main School:				
- General Classrooms	£16.00 per hour	same		
- ICT Classrooms	£21.00 per hour	x	x	
School Hall:				
-Adults Sports use	£26.00 per hour	28.00	£20 for all	
- Children's Sports use	£16.00 per hour	20.00		
- Social Function	POA	POA		
Kitchen				
- Dining Hall	£20.00 per hour	x	x	
- Kitchen & Dining Hall – Refreshments only	£15.00 one-off fee	POA		
- Kitchen & Dining Hall – Full use	£50.00 one-off fee	POA		
Other Facilities:				
-Sports Equipment		POA		
-Catering Equipment		POA		
-Stage Equipment		POA		
- Musical Instruments	£1.10 per instrument	POA		

Please note the following information relevant to the hire of the above areas:

1 School Hall

- Access to the kitchen, corridors or any classrooms is not permitted unless agreed in advance by the Headteacher
- Toilets for use with the hire are: Junior girls / boys toilets (for children), the disabled toilet in the school reception area for adults.

2 Foundation Stage Unit

- Furniture may be moved provided it is placed back in the correct place after the hire. We recommend taking a photo of the layout to help with this
- Please ask permission if you wish to use any of the children's equipment prior to the hire
- Please use the cleaning products and equipment in the outdoor storage cupboard (please ask the key holder for the key)

3 School Playing Field / Playground

- Please ensure no rubbish is left on or around the area
- Please return any equipment or outdoor furniture to the correct place if it has been moved.