



Application for the hire of facilities at:

St Leonard's Catholic Primary School, Silksworth

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

The Hirer:

Name of Applicant

Society/Organisation representing

Contact address
(Invoice address)

Telephone Number (day)

Telephone Number (evening)

E-mail address

Company:

Policy Number:

Appendix 2

Please provide a copy of your
Public Liability Insurance
Quote Company & policy Number

Details of Hire:

Area of Premises to be hired:

Day(s)/Date(s) of proposed hiring
(Period of time agreed):

Times(s) of proposed hiring:

Start:

Finish:

Will access be required outside
these times?
(E.g. to set up or pack up)

Purpose of Hire:

Hire Charges:

Main Hall £20.00 per hour

Football Pitch £30.00 per hour

Appendix 2

No. of adults expected to attend:

No. children expected to attend:

If children are expected to attend, we require a copy of your Child Protection Policy

Declaration:

I hereby make an application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay the charges in respect thereof.

I declare that I am 18 years or over

Signature of Applicant _____ Date _____

Print Name _____

Authorisation

To be completed by Site Manager/Site Supervisor/Caretaker.

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 _____