

STANLEY PARK JUNIOR SCHOOL

Lettings Application Form

Name of organisation (if applicable) _____

Name of individual responsible for let _____

Address _____

Telephone Number _____ Mob _____ e-mail _____

Is this person to be present at the let? Yes No

If No - Please state name of responsible adult who will attend _____

Areas Required Centenary Hall Main Hall Outside Play Equipment

Tick Box

Purpose of Hire _____

Date(s) required _____

For Regular Lets - see overleaf

Times required From _____ am/pm To _____ am/pm

Estimated number attending _____

Use of other school facilities required _____

Electrical equip. hirer intends to bring _____

Site Manager required Yes No

Responsible for setting alarms? Yes No Training Rec'd. Yes No

Hirers Liability Insurance School to arrange cover Hirer has own arrangements
(Details to School Business Manager)

Payment Required £ _____

Payment Received _____ date

Signed _____ School Business Manager

Declaration

I have read the Terms and Conditions of hire as detailed overleaf and agree to be bound by them.
I agree to arrange adequate supervision for the period of the letting, and to reimburse the cost of making good any damage to school property arising from the hiring. I agree to the charges as detailed above.
I am over 18 years of age

Signature of Applicant _____ Date _____