

**APPLICATION & CONTRACT FOR HIRE OF PREMISES AND GROUNDS**

A booking is not confirmed and school premises cannot be used until the 'Application & Contract for Hire' has been received by the Lettings Officer

OFFICE USE ONLY**Lettings No.****Category of User**

Designated/Casual

Name of Establishment

Great Torrington Community School

All rooms/grounds should be vacated by 21.00 hours. Beyond this time additional costs may be incurred by the Hirer.

Please complete all sections below.

Name of Organisation:**Name of Hirer****Address of Hirer:****Day & Evening Tel No:**

Postcode:

Email:

FACILITIES REQUIRED:

I wish to Hire facilities during School Holidays (Y / N)

Rooms / Area / Grounds	Tick if required	Date		Time		Charge per date	Detail of Charges
		From	To	From	To		
Computer							
TV/Video							
OHP/Projector/Screen							
Other							
Security Caretaking							
Additional Caretaking							
Cleaning							
TOTAL							

SPECIAL SEATING/ROOM ARRANGEMENT**DETAILS –**No of
TablesNo if
Chairs**PLEASE TICK BOXES TO CONFIRM**

Section 17, point 17.10. A hirer of County Council premises must certify that they have at least £5 Million of insurance cover for Public Liability.

I can confirm that hirer has the required Public liability Cover (PLEASE PROVIDE A COPY)

☐
I can confirm that the use of the premises will not include the playing of pre recorded music: YES/NO (please circle as appropriate).

NB: If you have circled 'NO', under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre recorded music before this letting can be approved.

It is agreed that the hirer will comply with the conditions of letting as set out overleaf and with any additional conditions which may be laid down on behalf of the College.

Bookings for £25 or under will require payment in advance, by cheque to be made payable to Great Torrington School and returned with the booking form to the School finance office.

The Hirer**Date:****This letting approved by:****Date**

Louise Leonard (on behalf of governing body)