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**APPLICATION TO HIRE SCHOOL PREMISES**

**Please return to:** [facilityenquiries@sirthomasfremantle.org](mailto:facilityenquiries@sirthomasfremantle.org) **AND** [fay.vernon@sirthomasfremantle.org](mailto:fay.vernon@sirthomasfremantle.org) **(School Finance)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant: | |  | | | | | |
| Address of organisation: | |  | | | | | |
|  | | | | | |
|  | | | | | |
| Contact Telephone Number: | |  | | | | | |
| Contact Email Address: | |  | | | | | |
| Activity of Organisation: | |  | | | | | |
| Details of facilities Requested (Hall Classroom, Grounds etc) | |  | | | | | |
| **For regular bookings** | Start date: | Day: | | Start Time: | | Finish Time: | |
| **For one off bookings** | Date: |  | | Start Time: | | Finish Time: | |
| *(please allow time for your preparation and clearing up)* | | | | | | | |
| Use of School Equipment  (please specify your request: e.g. Tables, Chairs) | | |  | | | | |
| Details of any Electrical Equipment to be brought in | | |  | | | | |
| Max No. of Participants: | | |  | | Age Range of Participants: | |  |
| No. of Supervising Adults: | | |  | | | | |
| Relevant Qualifications of Adults: | | |  | | | | |
| Where relevant have DBS checks been carried out? When? By Whom? Please list details below: | | | | | | | |
|  | | | | | | | |

*Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September or as soon as it is known. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.*

The Applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out *(see Terms and Conditions for further details).*

The Applicant confirms that arrangements are in place with reference to First Aid *(see Terms and Conditions for further details).*

The Applicant undertakes to comply with the regulations regarding the use of own electrical equipment *(see Terms and Conditions for further details).*

For any organisation hiring the facilities for activities involving young people and/or vulnerable adults, the school require sight of any DBS certificates along with proof of identification of all supervising adults. Certificate will not be copied by the school but the certificate numbers will be recorded centrally.

Any other relevant information

***I confirm that I am over* 18 *years of age, and that the information provided on this form is correct. I confirm that I am authorised to book this facility on behalf of the organisation shown on the proposal form.***

***I confirm that I have read and agree to the Terms and Conditions of lettings at Sir Thomas Fremantle School.***

|  |  |
| --- | --- |
| ***Name of Hirer (please print)*** |  |
| ***Signature of Hirer*** |  |
| ***Date:*** |  |

**HIRE AGREEMENT – HIRE OF PREMISES AT SIR THOMAS FREMANTLE SCHOOL**

**The Governing Body of** *Sir Thomas Fremantle School (hereafter known as STFS), Buckingham Road, Winslow, Bucks. MK18 3GH agrees the following letting:*

|  |  |  |  |
| --- | --- | --- | --- |
| The Hirer: |  | | |
| Address: |  | | |
| Telephone: |  | | |
| Area(s) of the School to be used: |  | | |
| Specific Nature of Use: |  | Maximum Attendance: |  |
| Details of any School Equipment to be used: |  | | |
| Date(s) & Times of Hire: |  | | |
| Fee : | | £ | |
| Insurance charge - (if details of own insurance not provided) | | £ | |
| Balance due by: | | 2 weeks from date of invoice | |

The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s)

mentioned above, upon payment of the Fee. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

**NOTE: A late payment fee will be charged for all payments received after the due date which is stated on all invoices**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** (on behalf of STFS) |  | **Date**: |  |

**LETTING CHARGES – SCHOOL PREMISES**

|  |  |  |
| --- | --- | --- |
| **AREA** | **CHARGES *(Hourly Rate)*** | |
|  | **Charity / Affiliated Sports Team1 / Community Group** | **Commercial / Other** |
| Main Hall | **30** | **37.50** |
| Conference Room2 | **25** | **32.50** |
| Dance Studio | **35** | **42.50** |
| Food Room | **35** | **42.50** |
| Sports Hall | **35** | **42.50** |
| All-weather (Whole) | **40**  **An additional £5 per hour to be charged if flood lights are used** | **47.50**  **An additional £5 per hour to be charged if flood lights are used** |
| MFL Classroom | **20** | **27.50** |
| MFL Classroom | **20** | **27.50** |
| MFL Classroom | **20** | **27.50** |
| MFL Classroom | **20** | **27.50** |

*All classrooms are equipped with LED Digital Screens which may be used by hirers. The projector and screen in the main hall may also be used.*

*1The School reserves the right to seek evidence of affiliation to a nationally recognised sports body.*

***\*\* Please contact us for insurance charges if you are not able to provide a copy of your own policy.***