**APPLICATION FORM for OCCASIONAL LETS**

Please complete this application form and return it to:

Hillcross Primary School, Ashridge Way, Morden SM4 4EE or email to [lettings@hillcross.merton.sch.uk](mailto:lettings@hillcross.merton.sch.uk)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I apply to hire the facilities of Hillcross Primary School on behalf of:

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| --- |
| Company/provider: |

|  |
| --- |
| Address : |

|  |
| --- |
| Day Time Telephone No:  Alternative Telephone No:  Email Address: |

**Section A: PERIOD OF HIRE**

|  |
| --- |
| Date(s) required: |

|  |
| --- |
| Times required:  (Please include time required to set up prior and clear up after) |

|  |
| --- |
| Type of function: |

|  |
| --- |
| Number of participants: |

|  |
| --- |
| Details/Requirements of the let (eg are tables/chairs required): |

**Section B: FACILITIES/ACCOMMODATION REQUIRED**

Please indicate which accommodation is required. A combination of the below can be hired.



Hall Designated Playground Space 

Gym Designated space on Playing Field 



Studio Hall Multi-Purpose Sports 

Arena

Training/Conference Space up to 10 people (Conference Room) 



Training/Conference Space up to 30 people (The Orchard)

*A combination of the above can be let – please see Schedule of Charges attached.*

**Section C: CONSUMPTION AND SALE OF ALCOHOLIC DRINKS**

Please answer the following:



Do you wish to bring alcoholic drinks be brought onto the premises? Yes No

(if Yes, see 1 below)



Do you wish to sell alcoholic drinks on the premises? Yes No

(if Yes, see 1& 2 below)

*Supplementary Information:*

1. Alcoholic drink may not be brought onto, consumed or sold on school premises during or in connection with a letting unless prior approval is obtained from the Governing Body. Approval will not be given if scheduled youth activities are taking place on the premises at the same time as the letting.
2. A licence must first be obtained from the Local Magistrates if intoxicating drink is to be sold on the premises.

**Section D: PAYMENT - PLEASE REFER TO THE SCHEDULE OF CHARGES IN THE LETTINGS POLICY**

1. The hiring fee will be agreed once the application has been made. The governing body has delegated the authority to the Head Teacher to deviate from the published charging policy as appropriate. Community Let charges will be agreed by arrangement with the Head Teacher.
2. The hiring fee plus a refundable deposit of £100 are payable on confirmation of the booking and in advance of the letting taking place.
3. If you do not have public liability insurance, a charge of 10% of the hiring fee will need to be paid. This is passed on to the local authority.

By completing/submitting this form, I on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of individual/organisation)* accept the terms and conditions of hire of the school premises/grounds as set out in the Hillcross Primary School Lettings Policy and the Terms and Conditions of Hire and Use document.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/Work Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Hillcross Primary School use only:**

**HIRE AGREEMENT**

**PAYMENT**

The hiring fee plus refundable deposit are payable on confirmation of the booking and in advance of the letting taking place. Cheques should be made payable to Hillcross Primary School.

Hiring Fee £ \_\_\_\_\_\_\_\_\_\_ (please see schedule of charges)

Plus, Insurance Fee £\_\_\_\_\_\_\_\_\_\_\_ (If you do not have public liability insurance a charge of 10% of hiring fee- this is passed onto the Local Authority)

TOTAL FEE £\_\_\_\_\_\_\_\_\_\_\_

Payment to be made on a half termly basis, in advance, by BACs Hillcross Primary School sort code: 30-96-88 (Lloyds Bank) Account number: 00101967 or by cheque made payable to Hillcross Primary School.

|  |
| --- |
| **Governor Response to alcohol request**  Approved/Declined by: Date: |

|  |
| --- |
| **Alcohol Licence**  Seen by: Date: |

Name of employee responsible for opening/closing school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Due diligence Check** completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Let agreed** by:

Signature of Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_