



Hillcross Primary School

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

Name: _____

I apply on behalf of:

Company/provider:

Address :

Day Time Telephone No:

Alternative Telephone No:

Email Address:

to hire the facilities of Hillcross Primary School.

Section A: FACILITIES/ACCOMMODATION REQUIRED

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

- | | | | |
|--|--------------------------|-------------------------------|--------------------------|
| Hall | <input type="checkbox"/> | Playground | <input type="checkbox"/> |
| Gym | <input type="checkbox"/> | Playing Field | <input type="checkbox"/> |
| Studio Hall | <input type="checkbox"/> | Multi-Purpose Sports
Arena | <input type="checkbox"/> |
| Training/Conference Space up to 10 people (The PPA Room) | <input type="checkbox"/> | | |
| Training/Conference Space up to 30 people (The Orchard) | <input type="checkbox"/> | | |

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

Section B: Period of Hire

Date(s) required:

Times required:

School premises to be open between (for setting/clearing up purposes):



Hillcross Primary School

Type of function:

Number of participants:

Section C: Consumption and Sale of Alcoholic Drinks

Please answer the following:

Do you wish to bring alcoholic drinks be brought onto the premises?
(if Yes, see 1 below)

Yes

No

Do you wish to sell alcoholic drinks on the premises?
(if Yes, see 1& 2 below)

Yes

No

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

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 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 signing 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: _____

