

BELMONT SCHOOL COMMUNITY LETTINGS BOOKING FORM 2017-18

All bookings are subject to availability and approval from the School’s Site Manager.

Please read the Terms and Conditions of the letting and Scale of Charges before completing this form.

Hirer's Details

|  |  |
| --- | --- |
| Name of Organisation |  |
| Name of Person Completing Form |  |
| Position in Organisation |  |
| Address for Correspondence(please include post code) |  |
| Telephone Number |  |
| Mobile Number |  |
| E mail Address |  |
| Web Address |  |
| Contact Details *whilst letting activity is taking place*: |
| Name of contact person who will be present whilst the activity is taking place. |  |
| Contact Number |  |
| Alternative Contact Number |  |

What is the legal status of your Organisation?

*Please tick which of the following applies to your organisation, you may need to tick more than one.*

*Please provide registration numbers where applicable.*

|  |  |  |
| --- | --- | --- |
|  | Please tick | Registration Number |
| Company limited by guarantee |  |  |
| Friendly society (Registered with Financial Services Authority) |  |  |
| Mutual society (Registered with Financial Services Authority) |  |  |
| Registered charity |  |  |
| Part of a regional or national organisation |  |  |
| Residents Association |  |  |
| Partnership (Please describe below) |  |  |
| Other (Please describe below) |  |  |

Activity Details

Type of Activities

Please select from the following the type of activities you will be providing (more than one may apply):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Education |  | Social |  | Cultural |  | Recreational |  |
| Other (Please specify) |  |
| Please tell us what will take place on the hired premises: |
| Numbers Attending |  |

Booking Details

Please note:

* Half hour setting up and half hour cleaning up times should be included at the beginning and end of your booking as you are required to clean and tidy up after your event.
* If accommodation is left untidy an extra charge may be applied or the deposit paid, or a percentage thereof, will be retained by the School; the duty caretaker will verify following your let and you will be invoiced accordingly.
* Fees and Charges and details of additional charges can be found in Belmont School Community Terms and Conditions of Lettings.

|  |  |  |
| --- | --- | --- |
| Facility for Hire | Cost per hour\* | Cost per hour including Public Liability Insurance at 7% |
| School Hall | £50.00 | £53.50 |
| Classroom | £15.00 | £16.05 |
| Playground | £15.00 | £16.05 |
| Playing field | £15.00 | £16.05 |
| MUGA | £25.00 | £26.75 |
| Meetings Room | £15.00 | £16.05 |

A £400 deposit will be required for hire of any of the School’s premises.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require public liability insurance? | Yes |  | No |  |
| If **yes** a 7% Public Liability charge will be added to the cost of your booking.If **no** a copy of your organisation's Public Liability Insurance Policy must be attached with your Booking Form. Your booking cannot be processed without this. |
| Please enter the expiry date of your Public Liability Insurance |  |
| Start Date of booking |  |
| End date of booking |  |
| Number of sessions |  |
| Start time (including half hour setting up) |  |
| Finish time (including half hour clearing up) |  |
| Accommodation Required: |  |
| Hall |  |
| Classroom (specify number required) |  |
| Playground |  |
| Playing field |  |
| Additional Notes (inc any School Equipment required during the letting period): |
| Total cost of booking (Before Public Liability Insurance charge if applicable) |  |

Declaration to be completed by the Hirer

To Belmont School

|  |  |
| --- | --- |
| I, the Applicant (hirer) |  |
| Of |  |

Being over the age of 18 years, I hereby apply for permission for the applicant to use the aforementioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the Terms and Conditions of letting made by the School in relation to the use of its premises, a copy of which we have received and that such permission will be effective only so long as such the Terms and Conditions of letting are duly observed and performed.

I, the Applicant hereby undertake and agree with the said School to perform and observe the Terms and Conditions of letting should such permission be granted.

I, the Applicant hereby agree to indemnify and keep indemnified the School from and against all loss, damage costs, claims, demands expenses or charges which the School may sustain or incur relating thereto, insofar as the same are not covered by the said or any other policy or insurance affected by the School or the obligation to give notice of any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay the School on demand all such sums as may be payable by reason of this indemnity.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

DOCUMENT CHECK LIST:

|  |  |
| --- | --- |
| Copy of your current Public Liability Insurance Certificate |  |
| Purchased through School |  |
| Photographic ID (passport/photo driving licence/immigration card) |  |
| Details of any speaker, artist or performer invited to participate (full name, nationality, occupation, current address, dob) |  |
| Copy of PPL Licence (if applicable) |  |
| Debit/credit card details (to secure booking) |  |

Please return the completed form to: Alan Winder, Site Manager, Belmont School

Payment Terms: Deposit upon request, immediate payment on receipt of invoice.