

## APPLICATION FOR THE USE OF SCHOOL PREMISES OUT OF SCHOOL HOURS

Please complete in BLOCK CAPITALS and submit form to the Lettings and Events Coordinator, at least 7 days before the period of hire is due to commence.

CLUB or ORGANISATION DETAILS			
Full Name of Hirer:			
Address of Hirer:			
Post Code:			
Invoice Address: If different			
Post Code:			
CONTACT DETAILS			
<b>Hirer Contact</b> Telephone No:	Home:	Work:	Mobile:
E-mail Address:			
<b>Emergency Contact</b> Telephone No:	Home:	Work:	Mobile:
E-mail Address:			

*For Complex bookings we will accept an attached spreadsheet of timings with this booking form.*

BOOKING DETAILS						
Facility <small>e.g. Sports Hall, All weather pitch, Assembly/Dining Hall, Meeting Room, Classroom etc.</small>	Activity <small>Please provide a brief outline of the activity e.g. Football, Hockey, Meeting, Social event, Performance, Martial Arts, Dance etc.</small>	Dates <b>Include ALL dates for the Academic Year</b> <small>Please indicate below all dates required (start and end) clearly show any breaks in your booking schedule</small>		Times <small>You must include any set up or take down time required so as not to impede other bookings</small>		Approx Numbers Attending
		From Date	To Date	From	To	

AGE CATEGORY (Tick Box if applicable)	
Junior (16 and Under) <input style="width: 30px; height: 20px; vertical-align: middle;" type="checkbox"/>	Senior (Over 16) <input style="width: 30px; height: 20px; vertical-align: middle;" type="checkbox"/>

### ADDITIONAL REQUIREMENTS (please delete as necessary)

<b>Refreshments / Hospitality</b> Light refreshments to full buffet menus available <b>Please contact the Lettings Coordinator for details and prices</b>	Yes	No	Number to be catered for	
<b>Any Other Requirements:</b> (including the use of any school equipment)				

### LICENCING & Other Permissions (See Terms & Conditions)

Do you wish to <b>consume Alcohol</b> on the premises during your hire	Yes	No	Do you wish to <b>sell Alcohol</b> on the premises during your hire	Yes	No	Will you require a late opening licence (See Terms & Conditions)	Yes	No
Will you require additional cleaning after your hire – (this will incur a charge - see Terms and Conditions)	Yes	No	Will you require additional refuse sacks to be provided (no extra charge)	Yes	No	Do you have the appropriate performing rights / licences	Yes	No

### HEALTH AND SAFETY

Do you have appropriate First Aiders within the Club / Organisation? The school does not provide First Aiders	Yes	No	Do you have appropriate Public Liability Insurance cover within the Club / Organisation <b>(Please complete Insurance Declaration attached)</b>	Yes	No
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### QUALIFICATIONS

<b>Sports Instructors must have relevant and valid Governing Body qualifications/ affiliations, and adhere to any guidelines for the specific activity.</b> Do you have the relevant qualifications and or affiliations for this application?	Yes	No
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### DISCLOSURE & BARRING SERVICE (DBS) – CHECKS

I confirm that the Club/Organisation has appropriate DBS Checks for attending staff members. All requisite checks as specified in 'Keeping Children Safe in Education' (Dept for Education 2015) have been undertaken ( <i>The Disclosure &amp; Barring Service (DBS) is an executive agency of the Home Office and has been appointed by government to carry out Police and Department for Education (DfE) checks. Anyone who owns, manages or works in a service dealing with children or vulnerable adults has to undergo a DBS check.</i> )	Yes	No
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**I the hirer, agree on behalf of my Club / Organisation to be bound by the Terms and Conditions of Hire as laid down by Stratford upon Avon School. I have read and understood and agree to abide by the Hirer's Terms and Conditions.**

#### Stratford upon Avon School

Alcester Road, Stratford-upon-Avon  
Warwickshire, CV37 9DH  
Tel 01789 268051 [www.stratforduponavonschool.com](http://www.stratforduponavonschool.com) email: [lettings@stratfordschool.co.uk](mailto:lettings@stratfordschool.co.uk)

Name: .....	Signature: .....	Date: .....
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**PLEASE NOTE:**

**THAT THE SCHOOL IS CLOSED OVER CHRISTMAS / NEW YEAR SCHOOL BREAK, ALL BANK HOLIDAY MONDAYS AND THE TUESDAY AFTER A BANK HOLIDAY MONDAY AND GOOD FRIDAY.**

**The School will also be closed to hirers on Open Evenings and partially closed during Exam times.**

**THE SCHOOL WILL ADVISE ALL HIRERS IN ADVANCE OF ANY DATES WHEN THE SCHOOL WILL NOT BE AVAILABLE DUE TO SCHOOL REQUIREMENTS**

**INSURANCE COVER**

- (i) I, the Hirer, shall be liable for, and shall indemnify Stratford upon Avon School for all claims made against the school in respect of death, personal injury and / or loss or damage to property arising from the hiring, unless due to the negligence of the School.
- (ii) The Hirer shall also be liable for any loss or damage to the school property or premises arising from the hiring. The school reserves the right to charge the hirer an additional fee for any associated costs it has incurred in such an event.
- (iii) All Hirers are encouraged to have their own Public Liability Policy, but it is a pre-requisite for all formally constituted clubs or membership groups, hirers running events, sporting activities, and holiday activities, and all other such activities where professional skills and instruction are essential to organise and manage the hiring.

**If you maintain a Public Liability Policy, please complete:**

<b>Policy Number</b>	<b>Expiry date</b>	<b>Indemnity Limit £</b>
<b>Name and Address of Insurance Company</b>		
I enclose (or attach to an email) a copy of my insurance policy with the booking request form		Yes / No
<b>OR</b> I undertake to provide a copy of my policy document on request.		Yes / No

- (iv) Hirers wishing to store equipment at the school overnight are asked to discuss this with the Lettings and Events Co-ordinator. Please refer to item 6.4 in the Terms and Conditions document. Please note that, subject to conditions, the School's insurance will cover such items.

**(v) Hirers not Holding Insurance Cover**

In the event the School is able to accept bookings from individuals who do not hold public liability insurance, an increased cost may be chargeable to cover inherent risk. Please complete below:

**I do not hold a public liability policy. Please contact me to discuss an adjustment to my hire fee.**

- (iv) I hereby undertake that, in the event of any claim arising during my hire of the School's premises, I shall not admit liability to the claimant, but immediately forward such claims with a brief report on the incident to the Strategic Business Director – Stratford upon Avon School, Alcester Road, Stratford upon Avon, Warwickshire, CV37 9DH.

Signature: ..... Date: .....

**Stratford upon Avon School**

Alcester Road, Stratford-upon-Avon,  
Warwickshire, CV37 9DH

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Stratford-upon-Avon-School, a company limited by guarantee registered in England and Wales under number 07690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire, CV37 9DH

**DECLARATION** (please read before signing)

I have received a copy of the Terms and Conditions of hire and agree to be bound by them. I also agree to comply with all obligations imposed by statute, regulation, byelaw or order made there under, relevant to the use by me of the premises and grounds. In particular, and without prejudice to the generality of the foregoing, I agree to observe the requirements of the Theatres Act 1968, the Cinemas Act 1985 and the Copyright, Designs and Patents Act 1988 (amendment 2010) and Licensing Act 2003 and to obtain, and produce on demand when requested to do so, all licences necessary. I further agree to observe the requirements of the Licensing Justices.

I agree to pay the charges due as required, and hereby certify that the premises and grounds will be used only for the purposes stated.

I am over 18 years of age

Signature: .....

Date: .....

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