

APPLICATION/INVOICE FOR THE HIRE OF FACILITIES

At St Banabas CE First and Middle School
Stonebow Road, Drakes Broughton, Pershore, Worcestershire. WR10 2AW
Using a black pen, the applicant must complete sections A,B,C & D . Section E is for school use only.

School Use.
Booking No:
.....
Receipt No(s):
.....
.....
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.....
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.....
.....

A	Name of Organisation	
	Nature of Organisation	
	Applicant Name:	Position in Organisation:
	Address:	Tel No (Day):
		Tel No (Eve):
		Mobile No:
	Post code:	Email:

B	Purpose of use:	
	Day(s) and Date(s) required:	
	Time(s) required: From:	To:
	Estimated numbers attending:	

C	List precise facilities required (rooms, pitches, etc)	
	No of chairs	<input type="text"/>
	Piano	<input type="text"/>
	Stage lighting	<input type="text"/>
	Heating	<input type="text"/>
	} Tick as appropriate	

D	Declaration	
	*I confirm that the organisation/hirer has Public Liability insurance cover thus:	
	Name of Insurer:	
	Policy Number:	
	Expiry Date:	Limit of Indemnity: £
*I wish the County Council to arrange Public Liability cover and I will pay the premium of 10% of the hiring fee (minimum premium charge of £2 per event)		
*Delete whichever is not applicable		
I undertake to pay the appropriate hiring charges (including any charges arising from use additional to that specified above), to observe and be bound by the conditions of hiring detailed overleaf, together with any additional conditions set by the School/County Council, and to indemnify the School/County Council against any claims for loss or damage or personal injury or any associated costs arising from this agreement. I also confirm that where appropriate, this organisation has documented adequate child safeguarding policies in place.		
Applicant's Signature.....Date.....		

E	School Use	£	P
	INVOICE		
	Insurance (if applicable) @ 10% of total (minimum £2 per event)		
	Total (excl.V.A.T)		
	V.A.T (if applicable)		
	Deposit (refundable)		
	Total Payable		
	Approval of Letting		
	In the case of the hirer not taking out Public Liability Insurance cover through the County Council, I confirm that I have seen the hirer's own public liability insurance cover certificate.		
	I also confirm that I have seen relevant child safeguarding documentation, where applicable, from this hirer.		
..... (signed Head Teacher)			
Date:.....			

Payment should be made to St Barnabas CE First and Middle School by cash or cheque: cheques made payable to "St Barnabas CE First and Middle School" and should be submitted no later than 7 days before the date of hiring. If sending payment by post please quote the "Booking No." (see top of this form). All enquiries should be addressed to the school either by telephone : 01905 840336, or via email: office@st-barnabasfirstmiddleworcestershire.sch.uk.