



SHIRLEY CENTRE- HIRE OF PREMISES- BOOKING FORM

Name of Hirer	Contact No:																			
Organisation:	Date(s) of hire:																			
Address for Billing:	Description of Function/Event:																			
Time of Hire: From- _____ To- _____	<u>(n.b. this should include setting up and clearing away times.)</u>																			
Room(s) required:		<p>These are the primary areas for hire. A limited number of other facilities may be available. Please enquire for further details.</p> <p>Please be advised that under no circumstances is alcohol permitted at events on site without the appropriate licencing. Please enquire for further details.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>TOTAL HOURS:</td> <td style="text-align: center;">Hrs</td> <td style="text-align: center;">Mins</td> <td rowspan="4" style="text-align: center;">TOTAL HIRE COST:</td> </tr> <tr> <td>COST PER HOUR:</td> <td></td> <td></td> </tr> <tr> <td>INSURANCE COST:</td> <td></td> <td></td> </tr> <tr> <td>Deposit:</td> <td style="text-align: center;">£</td> <td style="text-align: center;">Rec'd:</td> </tr> <tr> <td>Balance:</td> <td style="text-align: center;">£</td> <td style="text-align: center;">Rec'd:</td> <td></td> </tr> </table>		TOTAL HOURS:	Hrs	Mins	TOTAL HIRE COST:	COST PER HOUR:			INSURANCE COST:			Deposit:	£	Rec'd:	Balance:	£	Rec'd:	
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Centre Hall																				
Barnish Room																				
Centre Lounge																				
Other																				
School field/sports area																				
Car Park																				
Facilities:		<p>Access needed for deliveries:- yes/no</p> <p>(please give details- extra charge £20.00 per hour)</p>																		
Tables	yes/no			number:																
Chairs	yes/no			number:																
Room set up (please attach layout)	yes/ no																			
<p>Insurance: <i>All events require insurance cover. Please confirm that either:-</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">I have arranged insurance cover with the school users association</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> </tr> <tr> <td>I have arranged my own insurance cover. Policy details are:-</td> <td></td> <td></td> </tr> <tr> <td>Policy no. With(provider)</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td colspan="3" style="text-align: center;">A COPY OF THE CERTIFICATE OF INSURANCE MUST BE PROVIDED TO THE SCHOOL BEFORE THE EVENT</td> </tr> <tr> <td>I wish the school to arrange insurance cover at an additional cost of 15% of the hire cost, plus 12% government insurance tax on the premium amount only)</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>				I have arranged insurance cover with the school users association	YES	NO	I have arranged my own insurance cover. Policy details are:-			Policy no. With(provider)	YES	NO	A COPY OF THE CERTIFICATE OF INSURANCE MUST BE PROVIDED TO THE SCHOOL BEFORE THE EVENT			I wish the school to arrange insurance cover at an additional cost of 15% of the hire cost, plus 12% government insurance tax on the premium amount only)	YES	NO		
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<p>I certify that I am over 18 years of age and I agree to be bound by the conditions of hire relating to my letting from the school for the time it is in force. I accept responsibility for observing the regulations and agree to pay the agreed letting fee.</p> <p>I hereby indemnify the Governing Body and Local Authority against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Local Authority and Governing Body do not seek to absolve themselves or any employees from the liability as occupier/owner of the premises</p> <p>Signed..... Date.....</p>																				

A deposit of 50% of the hire cost is required with the application, and the balance is to be paid and cleared by the school not less than 10 days before the day of hire