SCHOOL HIRE OF PREMISES POLICY
John Keble School

(Please use BLOCK CAPITALS)			
APPLICATION INFORMATION			
Name of Hirer (person, body, association etc):			
Address of Hirer:			
Phone/Mobile:		Email:	
Website:			
HIRE DETAILS (must include sufficient set up and clear away time)			
Purpose(s) of Hire ("the Event"):			
Attendees	Adults:	Children:	Total:
Single Booking:	Date:	Start time:	End time:
Time required	Access time ....Finish access time .... Start time of event .... Finish time of event		
Block Booking:	Frequency/Days (e.g. Weekly, Monthly)		
	Start date:	End date:	
	Start time:	End time:	
Facilities Required (Please TICK)			
School Hall			
Classroom			
Keble Hall			
Keble Kitchen			
Keble Conference Room			
Environmental Area			
EQUIPMENT REQUIRED (Enter quantity)			
Chairs _____			
Tables_____		Other (Please state):	

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Note: The school does not provide any warranty that the premises, equipment and facilities provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy himself/herself that they are fit for purpose.

<table>
<tr><td rowspan="2">Person Supervising and in attendance during the event (if different from 2 above)</td><td>Name :</td></tr>
<tr><td>Address</td></tr>
<tr><td></td><td>Post Code: Telephone No: Email:</td></tr>
</table>

OTHER DETAILS (Include details of electrical equipment being brought onto site)

Please use the space below to provide further relevant details as necessary (e.g. car parking, electrical equipment being brought onto premises):

REFRESHMENTS

Will Refreshments be served?	☐	Yes	☐	No
Will Alcohol be consumed?	☐	Yes	☐	No
If YES, will the Alcohol be served or sold?	☐	Served	☐	Sold

Please Note, if permitted by the school, the relevant licence must be obtained for all events involving the sale of alcohol, gambling and public entertainment. Please contact the school on Julie Chan-Sing, School Business Manager for further details.

PUBLIC LIABILITY INSURANCE

Yes ☐

I/We already have Public Liability Insurance.

By ticking the box above, the Hirer is confirming and representing to have adequate Public Liability Insurance with a minimum cover of £__ million ***[School to check the adequate level of insurance]*** pounds through a reputable provider and a copy of your insurance certificate has been provided to the School. Please refer to clause 12 of the Terms and Conditions for details of the level of insurance cover required by the School.

Signatures

I hereby confirm that I am authorised to sign this Hiring Application Form, have read, understood and accept all the terms and conditions and confirm that I am over 18.

Signature of Hirer:	Date:

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Full Name of Hirer:	
You will be sent confirmation of whether your application has been accepted or rejected by either post or email. Please note, no hiring will be regarded as booked until the deposit and booking fee is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school.	
Please Return Form to:	
Email: finance@jkeble.brent.sch.uk	

SCHOOL USE ONLY	
The application for hiring is: Accepted / Rejected (Delete as appropriate)	
Signed (School): Date:	Name: Position:
Reason for Rejection:	
If NO, has adequate evidence of own insurance cover been supplied and retained by the school?	
Will the hiring involve working with children/young people?	
If YES, has the school followed the safeguarding procedures?	
Any other comments?:	
Date Acceptance/Rejection notification sent?	
Date Signed Approval Letter issued?	
Date Invoice issued?	
Date Signed Acceptance of Terms and Conditions received?	
Date Deposit received?	
Date Full Fee received?	
Date(s) Document(s) requested (e.g. Safeguarding procedures, Employers Indemnity Insurance etc.) received? Please list documents and dates:	

Charges agreed	The School reserves the right to change these charges without prior written notice.
Deposit	£

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