



Application for Hire of Education Premises

To be completed by the person duly authorised to sign for and on behalf of the hirer and who shall be responsible for the payment of the hire charges and who shall give the indemnities required by the standard conditions of hire.

The full hire charge, together with the deposit, must be paid in full at least 14 working days before the date of the proposed hire, in accordance with condition 10 of the Standard Conditions of Hire a copy of which is attached to this application form.

Details of Hirer

Name :

Address :

Name of Organisation :

Telephone

Mobile

Email

Hiring Requirements

Room/Area required : Main Hall
Dining Hall
Conference Suite
School Field
Classrooms

Type of activity/event :

Date (s) of hire :

Time of hire – Include setting up/tidy up time : From: to

Number of adults expected :

Number of children expected :

Other facilities required :
