

PENAIR SCHOOL LETTING FORM

This form should be sent to reach the school at least fourteen days before the premises are required

Application (to be completed by the Applicant)

I hereby apply for the use of the following accommodation (please tick):

Main Hall		Classroom		Grass Pitch		Video	
Sports Hall		Lecture Theatre		Playing Field		Television	
Gymnasium		Showers		Cricket Nets		Multi-Media Projector	
Drama/ Main Hall		Library		Netball Courts		Computer/PC Facilities	
Health Centre		Dining Room		All Weather Pitch			

Please state precisely the activity to be undertaken:

- Will there be music and dancing? YES/NO
- Will alcohol be consumed? YES/NO
- To what purpose will the proceeds be devoted?

Insurance

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions 2.4 for further details) and has attached a copy to this document

The Hirer agrees to all hire charges as outlined by the School in appendix 4 and to comply with the Terms and Conditions of Hire of the School Premises as per the School's Hiring of Premises Policy

In the Case of a Recurring Let

DAY	DATE	START	FINISH	TOTAL HOURS	PRICE	ROOM

I hereby make application for the use of the accommodation and facilities stated above and, upon such application being granted, I undertake to pay, in advance, the letting fee and other charges in respect thereof.

THE LETTING FEE WILL BE:

I understand that the society or organisation named below and its members will be liable for any damage that they may cause to the premises and for any injury that they may cause to themselves or others.

Child protection – Safeguarding Children in Education

Please note that Penair School requires **written** assurances from all organisations/persons using its facilities that they have appropriate policies and procedures in place in regard to safeguarding children and child protection. **Please attach copies of your procedures for volunteer recruitment, CRB checks, etc.**

I therefore confirm our organisation's/my adherence to our sport's national governing body Child Protection Policy/the good practice guidelines contained within the Cornwall Council document "Working Together Sharing Good Practice" delete as appropriate (copy available from the school on request)

I confirm that I have read and understood the enclosed Terms & Conditions and User Information sheet, and will ensure that all people attending the letting are aware of and abide by the conditions and arrangements contained therein.

I declare that I am aged 18 years or over.

N.B. Please note that the School Governors have declared the School premises (including grounds) to be a no smoking area.

Signature of Applicant:

Full name of Hirer:

Address:

.....
.....

Post Code:.....

Telephone Number:

Email:

Name Society or Organisation:.....

Activity of Organisation:

