



LETTING OF SCHOOL PREMISES - INITIAL ENQUIRY FORM

Name of Applicant:

Address:

.....

Telephone Number:

.....

Email Address:

Name of Organisation:

Activity of Organisation:

Details of Public Liability Insurance:
(please supply policy number and copy of certificate)

Details of Premises Requested (Full or half MUGA pitch & no. of teams):

.....

Dates Required:

Start Time:

Finish Time:
(please allow time for your preparation and clearing up)

Use of School Equipment (please specify your request - if booking relates to Athletics, see separate equipment list):

.....

Details of any equipment to be brought (including electrical equipment):

.....

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults (if booking relates to Athletics, will qualified officials be supervising the event?):

Relevant Qualifications of Supervising Adults:

Name of nominated First Aider (if booking relates to Athletics, please provide details with separate equipment list):.....

Where applicable have DBS checks been carried out? When? By Whom?
Please provide evidence in the form of original documentation (not photocopies)



.....
.....
Does the Hirer have appropriate policies / procedures to ensure the safeguarding and child protection? Please provide copies of all relevant information.
.....

Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover (*see Terms and Conditions for further details*).

The Hirer confirms that arrangements are in place with reference to First Aid and they have understood the fire and emergency evacuation procedures (*see Terms and Conditions for further details*).

The Hirer undertakes to comply with the regulations regarding the use of your own electrical equipment (*see Terms and Conditions for further details*).

The Hirer confirms that complying with GDPR is solely their responsibility (*see Terms and Conditions for further details*).

The Hirer confirms that complying with COVID-19 restrictions/regulations is solely their responsibility (*see Terms and Conditions for further details*).

Any other relevant information:
.....

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed: **Date:**

To be returned with this form:

- **Copies of all relevant Safeguarding/Child Protection Policies/Procedures**
- **Copy of Public Liability Insurance certificate**
- **Electrical Equipment (PAT) certificate** (if applicable).
- **Copy of nominated First Aider Certificate**
- **Risk Assessments including COVID-19**

This document must be returned no later than:

..... (1 week from enquiry).