



## Application for Hire of Premises

Before completing this form, the applicant should read the conditions governing the letting of premises in our Letting and Hiring Policy.

Name and address of hirer:

.....  
 .....

Postcode

Daytime telephone number:

.....

Date required

.....

Time required

.....

From

.....

To

.....

Purpose for which required:

.....

The use of the following facilities are required (please tick appropriate box(es) :

- Auditorium  Classroom  Gym  Openview Sports Ground  Conference Room   
 Drama Studio  Sixth Form Common Room  Dining Area  Classroom  Theatre Technician

*Please note that the Academy does not make its school grounds available for hire*

Other items/areas (please specify)

.....

Status of Hirer (please tick appropriate box)

- School  Local Authority   
 Local Business  Affiliated Sports Team   
 Registered Youth Club  Voluntary Organisation

Qualifications of Hirer (if applicable)

.....

Approximate number of people involved:

.....

Will the function include public entertainment:

- Yes  No

Will a charge be made for admission:

- Yes  No

If yes, to what purpose will the proceeds be put? :

.....

Have you applied previously for a letting?:

- Yes  No

If yes, is this a renewal of a regular application of Academy premises? :

- Yes  No

Is it intended to serve alcohol?:

- Yes  No

Have you appropriate insurance arrangements in place?:

- Yes  No

Insurance details:

.....

I agree to accept the responsibility for the arrangement for the named function and have read and undertake to observe the attached conditions and regulations.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have been consulted about the use of accommodation as detailed overleaf and that staff are available to undertake the extra duties involved (including technical support), where appropriate.

Signature of Building Services Manager: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have been consulted and agree to the use of accommodation as detailed overleaf.

Signature of Director of Resources: \_\_\_\_\_

Date: \_\_\_\_\_

This application form must be submitted at least 10 days prior to the first date required.

<p>Hirings are organised through the Academy trading company :</p> <p><b>Prospect Educational and Public Services Ltd</b></p> <p>to whom all application and payments should be made.</p>
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Please indicate to whom invoices should be submitted :

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Status: \_\_\_\_\_