

WORCESTERSHIRE COUNTY COUNCIL

VAT reg. No. GB705 6721 42

APPLICATION FOR HIRE OF FACILITIES AT:

THE DE MONTFORT SCHOOL

FOUR POOLS ROAD, EVESHAM, WORCESTERSHIRE, WR11 1DQ

A	Nature of Organisation/Hirer	
	Applicant responsible for payment:	Position in
	Name:	Organisation:
	Address:	Telephone:
	Home:
 Post code:	Mobile:.....
	e-Mail:	

B	Purpose of use:
	Day(s) and Date(s) required:
	Time(s) required: From:To:
	Booking Type: (please circle) ANNUAL BLOCK OCCASIONAL ONE OFF
	Estimated numbers attending:.....

C	List precise facilities required (rooms, pitches, etc)	
	Mini Astro Pitch	
	Astro Pitch	<input type="checkbox"/>
	Sportshall	<input type="checkbox"/>
	Dance or Drama Studio	<input type="checkbox"/>
	Boys Gym	<input type="checkbox"/>
	Field	<input type="checkbox"/>
	Large or Small Hall	<input type="checkbox"/>
		} Tick as appropriate

School and user to exchange on acceptance of booking:
Conditions of Hiring Facilities
Use of Facilities Guidelines
Health and Safety Procedures
Physical Activity Questionnaire
Affiliation Number / Certificate
Approval of hiring..... (Sports Centre Manager)
Date:.....

D	Declaration
	I confirm that the organisation/hirer has Public Liability insurance cover with.....(Name of insurer) Policy number.....Expiry date:..... Limit of indemnity.....
	I wish the County Council to arrange Public Liability cover and I will pay the premium of 10% of the hiring fee (minimum £2.00 per event) (Delete whichever not applicable)
	I undertake to pay the appropriate hiring charges (including any charges arising from use additional to that specified above), to observe and be bound by the Conditions of Hiring/Health and Safety and to indemnify the County Council against any claims for loss or damage or personal injury or any associated costs arising from this agreement.
	Applicant's Print Name: Signature: Date:

Payment is by cheque made payable to "Worcestershire County Council"
 Bookings must be paid for unless **3 days** notice is given of cancellation and **confirmed in writing**
 The De Montfort School reserve the right to refuse or cancel bookings