

HIRE DETAILS

SCHOOL: Applecroft School, Applecroft Road, Welwyn Garden City, Herts, AL8 6JZ
FULL NAME OF ORGANISATION ("the Hirer") _____

Company Registration Number: _____

Address: _____

Representative Contact Name: _____

Event [insert a brief description of the event/function/intended purpose of hire here] _____

DATE(S) REQUIRED: _____

NUMBER ATTENDING: _____

	TICK IF REQ'D	PREPARATION TIME		FUNCTION TIME		CLEARING TIME		TOTAL HOURS
		FROM	TO	FROM	TO	FROM	TO	
ACCOMMODATION								
LARGE HALL								
SMALL HALL								
DINING ROOM								
DARLEY CLASSROOM								
OLD NURSERY								
OUTDOOR COURTS								
PLAYING FIELDS								
SERVICES								
STAGE LIGHTING								
AMPLIFYING EQUIP								
PIANO								
OTHER								
TOTAL HOURS								
CHARGES								
* PUBLIC LIABILITY INSURANCE All regular hirers are required to hold Public Liability Insurance and to let the school have a copy of the cover note prior to the hiring. For "one off" hires the school can arrange insurance cover in advance of the hiring and a charge will be made – currently 7% of net charge. No hiring can take place without this insurance cover arranged either by the hirer or through the school.				CHARGE PER OCCASION				
				HIRER INSURANCE FEE*				
				TOTAL VAT				
				TOTAL CHARGE				

N.B. if any of the above services are to be used, the Headteacher must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Contract to hire document, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. For "one off" events I agree to pay the charge according to the scale in force at the date of hire, payable 14 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) _____ NAME _____
 ADDRESS _____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

FOR OFFICE USE

AUTHORISATION OF HIRE: SIGNED _____ DATE _____

