



HEATHLANDS SCHOOL

APPLICATION TO HIRE SCHOOL PREMISES

Applications should be submitted to the School Business Manager at least 14 days in advance of hiring.
Use a separate form for each date.
Please complete form in BLACK BLOCK LETTERS.

Hirer's Details

| | |
|----------------------------|--|
| Full Name of Organisation | |
| Address | |
| Contact Telephone Number | |
| Contact Email | |
| Nature of Function / Event | |
| Date Room Required | |

Heathlands School Rooms to Hire

| ✓ | Venue | Fee | Facilities Included | Time In | Time Out |
|---|------------------------------|-----------------------------|--|---------|----------|
| | BSL Centre Seminar Room | £40 half day | <ul style="list-style-type: none">Laptop access pointsInteractive smart boardFour flat screen TVs with DVD accessTea/Coffee Facilities and Toilets | | |
| | BSL Centre Training Room | £30 half day | <ul style="list-style-type: none">Interactive smart boardLarge flat screen TV with DVD / Video PlayerVisualizer if requestedTea/Coffee facilities and Toilets | | |
| | Astroturf and Changing Rooms | £30 - £50 per game /session | Two basic changing rooms with toilets (no showers) | | |

Public Liability Insurance The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring. The school will add 10% to the bill to cover this insurance.

Agreement I have read the Heathlands School Lettings Policy, 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. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

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|--------------------|--|
| Signed (Organiser) | |
| Name | |
| Date | |