



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	£50 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	£40 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	£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.

Signed (Organiser)	
Name	
Date	