

## LETTINGS APPLICATION



Application is made for use of the following accommodation/facilities at The Wren School:

Venue	No. rooms required (if applicable)	Evening, Weekend, or Holiday?	Day of the week	Frequency (e.g. fortnightly)	Start time (including set up time)	End time (including clearing away time)	Start date	End date

Purpose for which required: \_\_\_\_\_

Is this hire for personal, community or commercial reasons? \_\_\_\_\_

The object of hiring is: \* non fund-raising / \* to raise funds for: \_\_\_\_\_ (\*Please delete as applicable)

Admission will be: \*open to the public / \*restricted to members of the hiring organisation / \*free of charge / \*on payment of a charge

Details of any equipment (electrical or otherwise) to be brought onto the premises: \_\_\_\_\_

\_\_\_\_\_

Any electrical equipment must be in safe working order and PAT tested within the last 12 months. Site staff will examine equipment brought into school; if there is any obvious safety risk, your equipment may not be accepted onto the premises.

Requests to borrow school-owned equipment: \_\_\_\_\_

(Piano, lights, sound system, chairs etc. may be subject to an additional charge if not specified in the facilities description)

Will you be playing any music or performing or displaying anything subject to copyright? \_\_\_\_\_

Are you intending to sell, supply or consume alcohol on the premises? \_\_\_\_\_

Please note that only rental of the restaurant space (including servery) will give access to washing glasses.

Please state any affiliated charity, religion, political party or pressure group to which this letting is directly related: \_\_\_\_\_

Are you interested in ordering beverages and/or food separately from our caterers? \_\_\_\_\_

Name of individual or organisation: \_\_\_\_\_ Charity No.: \_\_\_\_\_

Invoicing address: \_\_\_\_\_

Contact telephone numbers and email addresses: \_\_\_\_\_

If an organisation, where is it registered? \_\_\_\_\_

It is a requirement that, as a potential hirer, you must make an appointment with the Site Manager prior to your letting, to enable the staff to familiarise you with Fire and Health and Safety procedures within the School.

The person who will be present on the occasion of the hiring and be responsible for the premises will be: (\*Please delete as applicable)

a) \*the Hirer in person (or)

b) \*Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If the responsible person is someone other than myself, I will ensure that he/she is made aware of the terms and conditions of letting and abides by these conditions.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

This, together with the Terms & Conditions, H&S Declaration, Risk Assessment, (Supplemental Footwear Agreement) and Lettings Approval, forms the contract for hire.