

Facilities Hire Application

Nicholas Breakspeare Catholic School, Colney Heath Lane, St Albans, AL4 0TT

Details

Organisation _____

Address: _____

_____ Post Code: _____

Contact Name: _____

Telephone: _____ Mobile: _____

Email: _____

Date(s) Required: _____ continue on reverse if required

Function Type: _____

Frequency of Function: Once / Weekly / Fortnightly / Monthly / Other _____
* Delete as applicable

Number of People: _____

Invoice Address: _____
If different

_____ Post Code: _____

Details of requirements (please tick as required)

Hall	<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>
Dining Hall	<input type="checkbox"/>	Classroom *	<input type="checkbox"/>
Servery	<input type="checkbox"/>	Grounds *	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Other *	<input type="checkbox"/>

* Specify _____

Tables - x _____

Chairs - x _____

Hours required

Preparation From: _____ To: _____

Function From: _____ To: _____

Clearing up From: _____ To: _____

Insurance Details

We have our own insurance cover	Y	N	(Attach Copy)
Lettings Indemnity Form Attached?	Y	N	(Required)

Additional Requirements

Will you be operating a Pay Bar with License?	Y	N
Will there be music / dancing?	Y	N
Will you be using stage lighting?	Y	N
Will you be using a public address system?	Y	N
Will refreshments be served?	Y	N
Will you be charging for admission?	Y	N

Will the proposed function be advertised?	Y	N
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If yes, How will it be advertised?

Newspaper
Poster
Leaflets
Other _____

I hereby make application for the use of the facilities selected and upon such application being granted, agree to pay the relevant charge 7 days prior to the event taking place. I agree to comply with the conditions contained in the letting regulations, a copy of which has been supplied to me. I am over the age of 18.

Signed: _____ Date: _____

Please return your completed form to:

The Finance Department, Nicholas Breakspear Catholic School, Colney Heath Lane, St Albans, Herts, AL4 0TT

Office Use Only

Overall Cost of Hire £ _____

Deposit £ _____ Due by: _____ Invoiced: _____

Balance £ _____ Due by: _____ Invoiced: _____

LETTINGS INDEMNITY FORM

INSURANCE COVER – to comply with the conditions of the hiring agreement.

I hereby indemnify the school for any claims made against Nicholas Breakspear Catholic School and also for any claims of

*Please delete whichever is not applicable:

*a) I maintain a Public Liability Insurance Policy the details of which are:

Policy Number

Expiry Date

Name and Address of Insurance Company:

.....

.....

Indemnity Limit:

*b)

- i) I wish to be covered by Nicholas Breakspear Catholic School's Public Liability Hirers Insurance Policy during the period of hiring and agree to pay the premium cost with the hiring charge.
- ii) I understand that there is an excess for each and every claim payable by me in the event of a claim for loss or damage to Nicholas Breakspear Catholic School's property arising from my hire of the premises.
- iii) I hereby undertake that in the event of claims arising during my hire of Nicholas Breakspear Catholic School's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the School Business Manager and Finance Manager, Nicholas Breakspear Catholic School, Colney Heath, St Albans, Hertfordshire, AL4 0TT

Signature _____ Date _____

DECLARATION: Please read before signing:

I have received a copy of the Procedure and Conditions for the Hiring of Education Premises and Grounds out of normal hours and agreed to be bound by them. Any licences necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agreed to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature: _____ Date of application: _____

NAME (BLOCK CAPITALS) Mr/Mrs/Miss

Pass this form to the establishment, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: Date:

Premises Rates Charges 2008

Area	Rates	
Ad Hoc Booking Rates		
Hall	£25 per hour	
Dining Hall	£20 per hour	
Gymnasium	£20 per hour	
Pitches (Including changing rooms)	£30 per session	VAT Charged
Pitches (Excluding changing rooms)	£10 per hour	VAT Charged
Hardstands / Courts	£10 per hour	VAT Charged
Classrooms (each)	£10 per hour	

Long Term Booking Rates

Hall	£20 per hour
Dining Hall	£15 per hour
Gymnasium	£15 per hour

Combination Rates

Dining Hall + Kitchen	£95 per day or evening £175 day + evening
Hall + Dining Hall + Kitchen	£170 per day or evening £320 day + evening
Caravans	£4 per night per caravan

The Headteacher and School Business Manager has discretion to alter charges

Day is normally 8am to 5pm
Evening is normally 5pm to 11pm