



## Application for the hire of facilities at NOADSWOOD SCHOOL

Please contact the school to discuss your booking and agree a fee before completing pages 1 and 2 of this form.

[facilityhire@noadswood.hants.sch.uk](mailto:facilityhire@noadswood.hants.sch.uk) or 02380 840025

The application and any relevant documents listed below should be sent to the school at least 14 days before the facility is required.

### Contact details

Name and address of applicant (to whom correspondence can be sent)-----  
-----  
-----Postcode-----

Telephone number----- Email address-----

Name of organisation and position within organisation (if applicable)-----  
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### Facilities required

Gymnasium <input type="text"/>	Sports hall <input type="text"/>	Hall <input type="text"/>	Kitchen* <input type="text"/>
Sports pitch/court (specify) <input type="text"/>	Hard/grass area (specify) <input type="text"/>		
Synthetic Turf Pitch <input type="text"/>			
Room(s) specify number <input type="text"/>	Other facilities (specify) <input type="text"/>		

\* A deposit of £100 is required for the hire of the kitchen payable at least 10 days prior to date of letting.

Purpose of hire \_\_\_\_\_  
\_\_\_\_\_

Do you wish to provide bar facilities? YES / NO

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group (\*\*see note 3 below) YES / NO

Older persons group or adult with disabilities YES / NO

**Date(s) required** \_\_\_\_\_  
(for block bookings please include the start date and finishing date) \_\_\_\_\_

Time from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

Please state your requirements for the facility during school holidays. These will be accommodated where possible but may incur additional fees.

**Declaration** (please tick boxes to confirm you have understood terms and enclosed all relevant documentation)

- 1  I enclose a copy or copies of appropriate qualifications & **CRB/DBS Clearance\*** held by the person(s) running the activities (where appropriate) in support of this application.
- 2  I agree to indemnify Noadswood School against any accidents or damage to Noadswood School property or injury to persons which may be incurred as a result of the hiring, unless caused by the negligence or breach of statutory duty of Noadswood School. Hirers should have their own insurance to cover themselves against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on school premises.  
**Please provide evidence of your insurance cover\***
- 3  I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
- 4  I am over 18.
- 5  I have read and accept the **school's conditions of hire**, and agreed to abide by these and any special conditions communicated to me. **These have been signed on behalf of our organisation and returned to the school.**
- 6  I confirm understanding of where the three AED's (defibrillators) are situated on site.
- 7  I am aware that Saturday bookings incur an added charge of 20% on weekday rates.
- 8  I am aware that Sunday bookings incur an added charge of 50% on weekday rates.
- 9  I am aware that the agreed charges are subject to change when the school reviews it's letting rates. Hirers will be given no less than 3 months' notice of any change
- 10  I am aware that I will be always be invoiced (usually monthly) after the period of hire.
- 11  I accept that only one club cancellation per term (non-weather related) is permitted free of charge.

**\*\* Must be provided prior to commencement of booking\***

Signed \_\_\_\_\_ Name in full \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL OFFICE ONLY**

**Agreed Fees**

The charge will be £ \_\_\_\_\_ # starting at \_\_\_\_\_ hours and finishing at \_\_\_\_\_ hours, unless the minimum charge applies or the period of letting is exceeded.

An invoice for the actual charge will be issued **after** the hire.

*#Subject to re-check.*

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Confirmation**

This section will be returned to you as confirmation or otherwise of the letting. It is **not** an invoice.

Name \_\_\_\_\_

Address \_\_\_\_\_

Approval is given/not given to your application to hire \_\_\_\_\_ (facilities)

at NOADSWOOD School on \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL OFFICE ONLY**

Amendments \_\_\_\_\_

\_\_\_\_\_