



# Edgewood Primary School

**Building skills and values for life**

## **Application for hire of school facilities**

**This form should be completed and returned to the Office at Edgewood Primary School.**

Name of Hirer (Organisation/Society/Business) \_\_\_\_\_

Name of contact \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email address \_\_\_\_\_

Date(s) facilities required \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Numbers attending (if open meeting, please estimate) \_\_\_\_\_

**Please state any special requirements including disability access requirements** \_\_\_\_\_

**I agree to abide by the conditions of hire attached, and the rules and regulations of the premises as stated by Edgewood Primary School (see our lettings policy and below).**

Date \_\_\_\_\_ Signed \_\_\_\_\_

Name of Hirer (person responsible on the day): \_\_\_\_\_

Position in Organisation \_\_\_\_\_

(BLOCK CAPITALS)

Email address \_\_\_\_\_

Address \_\_\_\_\_

Invoice Address (if different from above) \_\_\_\_\_

## Spaces required

*(Please tick)*

Outside Playground  
Field and/or Basketball court  
Other outside space (please specify)

<input type="checkbox"/>
<input type="checkbox"/>

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Dining Hall  
Sports Hall  
Other inside space (please specify)

<input type="checkbox"/>
<input type="checkbox"/>

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## Facilities required

*(Please tick)*

Toilets  
Hot water and microwave (in staff room)

<input type="checkbox"/>
<input type="checkbox"/>

(All consumables, cutlery and crockery and any other items required must be brought and taken away by the hirers – school will not provide)

**PLEASE NOTE that while car parking is available if there is space in the school car park, it is not guaranteed and there may not be space for even dropping off items.**

Approved by:

Headteacher \_\_\_\_\_ Date \_\_\_\_\_

Site Manager \_\_\_\_\_ Date \_\_\_\_\_

Office Manager \_\_\_\_\_ Date \_\_\_\_\_



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### Conditions of hiring school facilities

1. The School reserves the right to cancel a booking at any time without making any compensation.
2. The School exercises the right to vary the hiring fee to cover an increase in a hiring charge which may occur between the date of the approved application and the date of actual hiring.
3. The hirer shall pay the charge requested by the School not later than 14 days prior to the event.
4. The hirer shall recompense the cost of making good any damage that may be done to the premises or other property of the School during his / her occupation.
5. Cancellations not notified at least 7 working days in advance of the booking will be charged in full.
6. The hirer is responsible for ensuring that persons attending a function under their control are cleared from the building in the event of fire, and must ensure that the routine to be followed in the case of fire is known to at least two of the persons attending.
7. The School will not in any circumstances be responsible for any damage to or loss of goods or property brought to the premises by the hirer or persons attending the function therein, and the hirer shall indemnify the School against any claims which may be made upon them in this respect. The School accepts no liability for goods and personal effects left on its premises by the hirer, or by any user of the premises.
8. The hirer shall ensure that activities carried out at the premises are conducted in an orderly manner unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.
9. The hirer shall ensure that all activities carried out on the premises adhere to the School's principles and do not encourage or allow any activities that contravene British Values or could encourage any form of radicalisation, terrorism or extremist views in any way. If the School believes the hirer is breaching or is likely to breach any of these conditions in any it reserves the right to cancel without notice at any time before or during the hire period and it will not be liable for any inconvenience, loss of time or loss of revenue caused.
10. The School do not accept liability in respect of the parking of any vehicle at the premises connected in any way with the applicant or the letting of the premises during the letting period.
11. Furniture or equipment must not be removed from the premises.
12. The hirer is not permitted to install fixtures or decoration of any kind requiring nails or screws to be driven into the property.
13. It is a condition of hire that if you use your own electrical equipment in the premises, the equipment must be connected to the premises electricity supply via a portable plug or adaptor fitted with a residual current device and that these devices should be tested prior to use by a qualified electrician. If a residual current device is not provided in the room which you are hiring, you are required to provide your own. The devices are available from major do-it-yourself stores.
14. The hirer shall obtain, at their own expense, all the necessary licences (including Drinks Licence) required in connection with the use of the premises and shall observe and comply with all the conditions attaching thereto.
15. A licence is required for the public performance of any sound recordings. A licence covering most makes can be obtained from the Phonographic Performance Limited of Ganton House, 14-22 Ganton Street, London W1U 1LB and from the Performing Right Society, 2 Wren's Court, 55 Lower Queen Street, Sutton Coldfield, West Midlands B72 1RT. Applicants are advised that failure to obtain such a licence is an offence against the Copyright Act, 1956.