



## Great Wyrley High School

### APPLICATION FOR HIRE OF SCHOOL

Please forward the completed application form with relevant documentation to Mr H Smith, Assistant Site Manager, Great Wyrley High School, Hall Lane, Great Wyrley WS6 6LQ. Telephone: 01922 419311 Ext 129 or 07773 453824.

<b>Name of Hirer</b>	
<b>Address of Hirer</b>	
<b>Daytime Telephone Number</b>	
<b>Evening Telephone Number</b>	
<b>Mobile Telephone Number</b>	
<b>Room/area to be hired</b>	
<b>Start date</b>	
<b>Start time</b>	
<b>End date</b>	
<b>End time</b>	
<b>Day of week</b>	
<b>Number of lettings</b>	
<b>Nature of activity</b>	
<b>Equipment/facilities requested</b>	
<b>Equipment to be brought in by Hirer</b>	
<b>Age range of those attending</b>	
<b>Numbers attending</b>	

### EVIDENCE CHECKLIST

Please check that you have enclosed as appropriate:

	YES/NO
Certificate of up to date coaching qualification (within 2 years)	
Evidence of qualifications, e.g. for life-savers	
Public liability insurance document (for all life savers and where Local Authority policy cannot provide cover)	
PAT certificates for electrical equipment being brought onto school premises)	
Letter to confirm Safer Recruitment practices and CRB clearance of staff	
Proof that all royalties or fees for performing rights have been paid	
Copyright/phonographic performance licence	
Deposit as agreed (cheques payable to GWHS).	

## INSURANCE ARRANGEMENTS

I confirm that I understand the public liability insurance position as follows:

Tick as appropriate

Public liability insurance is being provided by Staffordshire County Council's Third Party Hirer's Insurance Policy. I can confirm that I have read the Summary of Cover (Appendix 1 of Conditions of Hire document) and fully understand the insurance being provided, including the policy conditions and exclusions which apply.

Public liability insurance is not being provided by Staffordshire County Council's Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual/organisation hiring the school premises for a limit of indemnity of at least £5,000,000.

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Hire specified in the attached document.

Signature of Applicant: .....

Full Name (in block letters) .....

Date .....

### **NOTE:**

*The giving of false information on this Application for Hire form may lead to the cancellation of the booking without notice.*

*Applications should reach the school at least two weeks prior to the required hire date.*

*On receipt of your completed application form school will contact you to arrange a meeting to complete a Booking Agreement and Hazard Exchange form. **Your booking is not confirmed until this meeting has taken place and the documents have been completed and signed.***

*The agreed starting and finishing time must be adhered to otherwise increased charges will result.*