# Hire Request Form

|  |  |
| --- | --- |
| Name of Hirer |  |
| Telephone Number |  |
| Email Address |  |
| Address |  |
| Organisation |  |
| Purpose of Letting |  |
| Number of expected participants in the activity |  |
| Date and time of the first hire |  |
| Is this a recurring request=, or one-off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) |  |
| **Room/Facility** | **Start Time** | **End Time** | **Total hours** | **Cost** |
| **Large Hall** |  |  |  |  |
| **Dining Hall**  |  |  |  |  |
| **Picnic Area** |  |  |  |  |
| **Football Pitch** |  |  |  |  |
| **Whole Playground** |  |  |  |  |
| **Soft play Package** |  |  |  |  |
| **Other (classroom)** |  |  |  |  |

**Other equipment required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **No** | **Yes** | **Number****required** |
| **Microphone** |  |  |  |
| **Screens** |  |  |  |
| **Sound system** |  |  |  |
| **Seating** |  |  |  |
| **Table** |  |  |  |

|  |  |
| --- | --- |
| **Additional equipment you will require form the school, e.g. car park (Please note we may not always be able to provide this but will inform you where this is/isnot possible)** |  |
| **Additional equipment you will be providing yourself** |  |
| I will provide my Public Liability Insurance and ensure theschool are given a copy of it before hiring the facilities | I will require the school to include in the cost, PublicLiability Insurance. (only for single lettings) |
|  | **Yes** | **No** |  |  | **Yes** | **No** |  |
| **Total Cost** |  |

By signing below, I agree to the terms and conditions set out in the school’s premises hire policy.

* I hereby agree to pay a non-refundable hire deposit of £ as 25% of the total hire fee. I agree to pay the

full balance due at least seven working days before the hire date.

* In addition, I hereby agree to pay a refundable cash sum of £100 as a Security Deposit. I agree that Cleves Primary School will withhold the Security deposit for a period of up to ten working days. The security deposit will be refunded following inspection of the premises, subject to deduction for any damages, additional cleaning or breach of any of the points specified in the Conditions of Hire

Name Date

Signature

Please return this form via email at lettings@cleves.boleyntrust.org or the school office at Cleves Primary School, , , Arragon Road, East Ham, E6 1QP. We will be in touch to inform you if your application is successful and if so, details of the full cost and documents that will need to be shared.