

Mercia Primary Academy Trust

APPLICATION FOR HIRE OF SCHOOL

1. Name of Hirer

2. Address of Hirer

3. Daytime Telephone Number

Evening Telephone Number

4. Details of requirements: Room and area to be hired (tick relevant columns)

Hall	Sports Hall/Gym	Library	Classroom/Technology Room	Swimming Pool	Playing field	Additional facilities
Start date:				Start time:		
End date:				End time:		
Day of Week:				Number of Lettings		
Nature of Activity:						
Equipment / facilities requested:						
Equipment to be brought in by hirer:						
Age range of those attending:				Numbers attending:		

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

Public liability insurance is not being provided by the Academy's Third Party Hirer's Insurance 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.

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.

Signed

Director, Mercia Primary Academy Trust

Date: March 2020

Review Date: March 2023

Version Control

Date approved	Version	Changes made	Reason for amendment
March 2020	2	Version control added	