



TWESELDOWN INFANT SCHOOL

Nepal Gardens
Church Crookham
Fleet
Hampshire
GU52 8LL

Telephone: 01252 628843
adminoffice@tweseldown.hants.sch.uk

Headteacher: Mrs Kim Tottem

APPLICATION FOR THE HIRE OF FACILITIES AT TWESELDOWN INFANT SCHOOL

Privacy Notice

The School collects personal information from you in order to process your application to hire school premises.

The School will keep your personal information stored securely.

Your personal information will be retained in accordance with the school's retention schedule.

You have legal rights in respect of the personal information we collect from you. Please see our website page: www.tweseldowninfantschool.co.uk for further details.

You can contact the school's Data Protection Officer at: n.nolan@tweseldown.hants.sch.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Name of Hirer							
Company number/Charity number (if applicable)							
Address of Hirer							
Email address							
Daytime Telephone number							
Evening Telephone number							
Mobile Telephone number							
Facilities Required							
Purpose of Hire							
Anticipated number of persons (including organisers)	Adults				Children (0-18)		
Duration of booking/Part of a day (please circle)	Day	Week	Half term		Term	Year	
Days(s) of Week (please circle)	MON	TUE	WED	THUR	FRI	SAT	SUN
Start Date (week commencing)				End Date			
Dates Required (times should allow for set up & clearing away)			Start time		End time		
			Start time		End time		

		Start time		End time	
Office use only _____		Start time		End time	
Weeks _____ @ £		Start time		End time	
TOTAL FOR INVOICE £ _____		Start time		End time	
Total number of hire hours					
Deposit enclosed (£100)	Yes	No	Not applicable		
Public liability Insurance documentation enclosed		Yes	No	Risk assessment completed & enclosed	
		Yes	No	Yes	No
DBS Certificate enclosed		Yes	No	DBS certificate No: _____ Date: _____	
		Yes	No		
Will food be consumed on the premises?	Yes	No	If Yes, will it be prepared on or off the premises?		
Will music be played on the premises?	Yes	No	If Yes, relevant licences must be produced by Hirer		
Will electrical equipment be brought onto the premises?	Yes	No	If Yes, equipment must be Portable Appliance Tested by Hirer		

Declaration

1. I have read and accept the school's conditions of hire, and agreed to abide by these and any safety instructions and any special conditions communicated to me.
2. I agree to provide the indemnity required by the terms and conditions and will produce the insurance certificate prior to the date of hire. I understand that the hire may not take place if an insurance certificate is not produced.
3. I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application.
4. I accept that an additional charge may be made in respect of damage caused to the building or school property in accordance with the school's conditions of hire.
5. I understand that there will be a minimum charge unless there is a concurrent hirer.
6. I agree to the payment conditions and I understand that hire charges are subject to annual review.
7. I am over 18 and hereby apply for use of the premises in accordance with the information provided above.
8. I declare that to the best of my knowledge and belief, the information provided by me is correct.

Signed _____

Print Name _____

Title/Position _____

Date _____

Letting Approval

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 _____ School on _____

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

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

Site Manager Informed (Date)

Invoice Raised (Date)

Signed.....