

**COURT MOOR SCHOOL**  
**Application for the hire of school facilities**

**Name and address of applicant** (must include postcode)

\_\_\_\_\_  
\_\_\_\_\_  
Post code \_\_\_\_\_

Telephone no: \_\_\_\_\_ Mobile no: \_\_\_\_\_

Email address: \_\_\_\_\_  
Name of organisation and position within it (if applicable): \_\_\_\_\_

Name and address of person who will receive the invoice (if different from above):  
\_\_\_\_\_

**Purpose of Hire** \_\_\_\_\_

Are all the participants (apart from leaders / organisers)

Under 18?    Over 60?    Members of a registered youth group?    People with disabilities and their helpers?  
(Please tick any that apply.)

**Date(s) required** (if a series of lettings, please list all dates required.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Starting time:** \_\_\_\_\_ **Finishing time:** \_\_\_\_\_ (If appropriate, please allow time for preparing and clearing up).

**Facilities required** (please circle):

Gymnasium	Sports Hall	Drama studio	Conference Room
Dance studio	Main Hall	Small kitchen	Retreat

Classroom(s) (please state number required) \_\_\_\_\_

Tennis/Netball court	General Grass area	Football Pitch	Hockey training area (astro)
----------------------	--------------------	----------------	------------------------------

Other (please specify) \_\_\_\_\_

**Equipment required:**

Data projector	Cups/saucers (max. 30)	Urns
----------------	------------------------	------

Small goals	Sound system (Hall)
-------------	---------------------

Other equipment (please specify) \_\_\_\_\_

Additional requirements (please discuss these with the Finance officer) \_\_\_\_\_

\_\_\_\_\_

I confirm that any electrical equipment I am providing and using is listed below and has been PAT tested in the last 12 months.

\_\_\_\_\_

\_\_\_\_\_

1. I understand that, if I am letting on behalf of an individual or non-commercial organisation, this letting will be covered by Hampshire County Council's public liability insurance, brief details of which have been supplied to me. If I am representing a commercial organisation, I will supply public liability insurance with a minimum cover of £10,000,000 with this application.
2. I have read and accept the regulations relating to hire, and agree to abide by the general conditions and any special conditions communicated to me.
3. I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
4. I agree to the payment conditions.
5. I am over 18.

**Signed:** \_\_\_\_\_

Name in Full \_\_\_\_\_

Disclosure & Barring Service (formerly CRB) check

Please sign and return our DBS declaration in respect of any adults who will be working with under-eighteens attending your hiring.

Sports certificates

Please supply current sports coaching qualifications in respect of any leaders who will be training others in any physical activity.

**Risk assessment**

The school takes reasonable steps to risk assess its equipment and rooms that are hired in line with activities appropriate to a secondary school and secondary school aged students. It is your responsibility to risk assess the activities that you choose to run on the equipment we might supply and the rooms we might provide.

PAT Testing

Any electrical equipment brought onto the site will need to have been PAT tested within the last year. This includes CD players, kettles etc.

First Aid

There is a defibrillator stored on the wall behind the reception desk. However, we cannot guarantee to have a qualified first aider on site during your booking.

Sale of alcohol

The school's premises licence does not include the sale of alcohol. If you wish to sell alcohol at your event, please speak to the Finance Officer about the steps you need to take. In any event, we are unable to allow alcohol to be sold on the premises on more than twelve occasions during one year.

---

For school use:

Approved by Site Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Finance officer \_\_\_\_\_ Date: \_\_\_\_\_

Your hiring is/is not approved. The charges will be:

\_\_\_\_\_

---

Please be aware of the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_