

# Broughton Primary School



## School Lettings

**APPLICATION FORM FOR USE OF SCHOOL PREMISES**

Accommodation Required	Dates	Time (from - to)	Total Hours	Cost Per Hour	Total Cost
<b>Period of Let:</b> Single Let: Regular Let:	<i>Please tick</i>	<i>(single let date and time as specified above)</i> Monthly:                      Weekly:                      Other:  Date of first Let:                      Date of Final Let:			
Name of Organisation:					
Nature proposed use:					
Will any copyright material be used:					
Estimated number of Persons to be present:					
Estimated number of children under 8 years to be present:					
Will all persons be members of the Organisation?					
Will charges be made, if so, how much and what for?					
To what purpose will any proceeds be donated?					
How many chairs will be required:					
How many tables will be required:					
Any other equipment required (eg OHP):					
Are there any disabled persons likely to attend?					
<b><i>OTHER SPECIFICATIONS: details to be added:</i></b>					
Have you attached a copy of your Public Liability Insurance Certificate? (if applicable).					
Have you attached a copy of the Licence of Intoxicants (if applicable).					
Have you attached a copy of the risk assessment relevant to the required use of the premises?					
<b>FOR OFFICIAL USE ONLY</b>					
<b>PERMIT NO:</b>	<b>INVOICE SENT</b>		<b>PAYMENT RECEIVED</b>		

**(LET2)**

**To the Governing Body of Broughton Primary School**

I \_\_\_\_\_ (please print name)

of \_\_\_\_\_  
(Organisation)

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage as stated within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand it is my responsibility, on behalf of the organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leaves the premises at the time stated on the permit.

I shall indemnify the School and Flintshire County Council, and keep them indemnified against all losses, claims, demands, actions, proceedings, damages, cost or expenses, or other liability arising in any way from my use or the use by others in accordance with the let.

Signature of Applicant: (Mr, Ms, Mrs) \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: Home \_\_\_\_\_

Work \_\_\_\_\_

Date \_\_\_\_\_

Enc: A copy of the hirer's risk assessment relating to the intended use;  
A copy of the hirer's public liability insurance.