

APPLICATION FOR HIRING SCHOOL PREMISES
(Please complete form in black ink for good photocopying and print throughout).

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the Lettings Policy.
This application must be forwarded to the person named at the bottom of this page as early as possible and not less than 14 calendar days before the date of the proposed use.

Once the booking is confirmed, the Agent will send a booking invoice. All bookings must be paid for in advance via BACS payment (external Hirer) or through Schoolcomms (School Gateway) if a parent/member of staff. We are a cashless school, therefore no cash can be taken for lets.

The Owner reserves the right to cancel the hiring at any time in case of emergency (e.g. local lockdown, school closure, adverse weather conditions, enforced school closure etc). In this event, the Owner will not charge the Hirer for the cancelled let.

2026 Costs per hour –

School Hall	£40
Classroom	£40
Playground (per playground)	£40
Ball court / All weather pitch	£40

1) Organisation/Person applying: _____

2) Person responsible for payment: _____

Address _____

Postcode: _____

Daytime Tel: _____ Evening **and** Mobile Tel: _____

2) Contact Person (if different from No 2): _____

Address _____

Postcode: _____

Daytime Tel: _____ Evening **and** Mobile Tel: _____

3) Nature or object of meeting/event

4) Accommodation required:

Room/Hall	No. of Chairs	Day of week	Date/No. of weeks	Time of proposed occupation	
				From	To

6) Number of people expected to attend: _____

7) School equipment requested _____

8) We do/do not intend to serve alcohol (if you do intend to serve alcohol arrangements must be discussed and agreed with the Owners). In circumstances that require a license the person/organisation will need to apply for a TEN (temporary event notice) License for the sale and consumption of alcohol and provide the Owners with a copy of the license before hiring commences.

9) On behalf of the organisation/person described in (1), whose authority I have to bind them signing this application, I accept the Conditions of Hire described in Bounds Green Junior School Lettings Policy (attached) and agreed to pay the sum of £ (as specified in charge sheet).

Signed: _____ Name: _____ Date: _____

Completed application to be sent to the Site Team at the School.

(Please complete form in black ink for good photocopying and print throughout).

CONFIRMATION OF BOOKING (To be completed by Site Team)

Date - _____

Time - _____

Cost of Booking - _____

Signed (Site Team) _____ Date _____

Copy to be given to Hirer and original to be kept on file