

APPLICATION FOR HIRE OF SCHOOL FACILITIES

Applicant's Name		
Applicant's Address		
Applicant's Contact No	Day:	Eve:
Applicant's Email address		
Name of Organisation		
Person Responsible on Day of Event	Name: Mobile number:	
Invoice to:	Name: Address: Email:	
Date(s) of Hire	If more than one date please state both start and end date for each period of hire	
Purpose of Hire		
Times of Hire	Start:	End:
	Please note that time will be charged from first access to leaving time – these times should be entered above	
Facility 1 required		
Facility 2 required		
Facility 3 required		
Facility 4 required		
Price per hour/half hour		

Catering: Self-catering is only permitted by special arrangement with the Estates Manager and the Catering Manager.

Insurance: Unless otherwise stated your hire will be covered by the School's Public Liability Insurance. Should you wish to use your own insurance cover **please supply a photocopy of your Insurance Certificate.**

Declaration

I declare that to the best of my knowledge and believe the information that I have given above is correct and agree to the terms and conditions of hire.

Signature of Applicant..... Date.....

HIRE OF SCHOOL FACILITIES – CONDITIONS OF HIRE

1. All hirers must complete a **Booking Form** prior to acceptance of the booking.
2. **Timings** – hirers are asked to arrive at the time stated and be off-site at the time stated. Setting-up and clearing away will be regarded as part of the hire. The School reserves the right to charge for additional time (not agreed in advance) in half an hour increments for extensions prior to and after bookings at the rate of the original hire.
3. Hirers must leave the facility in a clean and tidy condition, and all furniture/equipment must be returned to its original position/storage area. Failure to do so may incur an extra charge.
4. **Extra items** for the hire may be charged, eg. screen/projector, cutlery etc.
5. **Parking** – cars are brought on to the school site at the owner's risk. Some events require extra parking areas. In this case the main school playground should be used. On no account should grass areas be used (unless instructed by the School). Cars should not be parked on yellow lines, or in the minibus parking bays.
6. **All damages/breakages** must be paid for.
7. **Payment** – all bookings will be invoiced and payment is due on receipt. Failure to comply may result in the Hirer's bookings being cancelled until payment has been made. Some hirers may be asked to pay in advance of the booking date.
8. **Special prices/discounts** may be given by the School for certain events or multiple hires. These may be removed by the School at any time.
9. **Cancellations** – the School reserves the right to cancel bookings for whatever reason and will give as much advance notice as possible to the hirer. In this event, no charges will be made. The facilities are school-based, and there are events that need to use hired out facility areas. Most are known well in advance, at the time of hire; others are notified nearer to the event date. The School will attempt to provide a suitable alternative area if possible.
10. **Cancellations by the Hirer** – the Hirer may cancel a booking without penalty up to 48 hours before the booking. Cancellations before this time period will be charged in full.
11. **Insurance** – the Hirer must accept the School's public liability insurance or provide evidence of its own insurance for the event.
12. **Smoking/Vaping** – the whole of the Simon Langton site, indoors and out, is a no smoking and vaping area.
13. **Contacts** – if it is necessary to contact a member of staff during the hire period please phone 07711 167732 to gain assistance.

***Please return completed form (by post) to:
Simon Langton Grammar School for Boys
Langton Lane, Nackington Road, Canterbury, Kent, CT4 7AS
Or: bookings@thelangton.kent.sch.uk***