



Aquinas T/A Bishop Justus Church of England School

Application for the Hire of School Premises and Equipment

HIRER DETAILS

| | | | |
|----------------------------|---------------|---|--|
| Organisation Name | | Contact Name | |
| Contact Address & Postcode | | | |
| Contact Telephone | Contact Email | Safeguarding Contact name and contact details | |
| Purpose of Hiring | | Number of Persons Attending | |

DATES & TIMES REQUIRED

| | | | |
|--|------------|---|--------|
| Date from | Time from: | Total Hours | |
| Date to | Time To: | | |
| Number of weeks | Tick (✓) | | |
| School Hall – Including Bistro Area & Kitchen | | 1. Day Hire 9am to 5pm | £650 |
| | | 2. Evening Hire 5pm to Midnight | £1,000 |
| Classrooms (state number required) | | £20.00 p/h | |
| Dance Studio | | £25.00 p/h | |
| Sports Hall inc Sports Café use | | £50.00 p/h | |
| Astro Turf | | £63 per half pitch, £125 for whole pitch, £115.00 for W/E matches | |
| Field | | £65.00 p/h | |
| Other Area (please state) | | POA | |
| Other Facilities/Equipment Required | | POA – Coaches £15 + 20% VAT | |
| Unless evidence of Public Liability Insurance in the form of a certificate is lodged with the School, a 10% levy will be charged | | | |

AGREEMENT OF TERMS & CONDITIONS OF HIRE

I hereby agree to hire and the rooms/facilities/equipment in accordance with School regulations. I accept the hirer's responsibility regarding 'fire regulation' detailed in the 'Terms & Conditions of Hire'. I agree with the 'Terms & Conditions of Hire', 'Hirer's Obligations' and the hire charges. Payment to be made upon receipt of invoice.

The deposit will be retained by the school until the Hire is complete, any damage caused to the Premises, additional cleaning or overrun of the letting may mean that this deposit is not wholly repaid.

I confirm that all adults supervising children during the letting have an up to date DBS and are aware of our Safeguarding policy.

I confirm we have safeguarding procedures in place and have informed the school of details of our Safeguarding contact.

| | | |
|---------------------------|-------------|-------------------|
| Signature of Hirer | Date | Print Name |
|---------------------------|-------------|-------------------|

Please return this completed form to:
 Miss Leigh Jarman, Bishop Justus Church of England School, Magpie Hall Lane, Bromley BR2 8HZ
 Telephone: 020 8315 8130, email: Lettings@bishopjustus.bromley.sch.uk Caretaker number for out of hours :- 07952 415 009

Once booking confirmed you will be invoiced for a deposit of £500 for party hire, deposits vary for other bookings.

FOR SCHOOL USE ONLY

| | | | |
|----------------------------------|------------------|----------------------|--|
| Catering Manager | Deposit Received | | |
| Premises Manager | Calendar | | |
| Business Manager | Invoiced | 10 weeks consecutive | |
| Head Teacher/Deputy Head Teacher | Paid | | |