



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 Fax	Contact Email
Purpose of Hiring		Number of Persons Attending

DATES & TIMES REQUIRED

Date(s)	Time From: Time To:	Total Hours
	Tick (✓)	
School Hall – Including Bistro Area & Kitchen	1. Day Hire 9am to 5pm 2. Evening Hire 5pm to 11pm 3. Day Time Children's Parties and Other small events Maximum three hour booking.	£650 £900 £50 per hr £80 per hr inc Kitchen
Classrooms (state number required)		£20.00 p/h
Dance Studio		£25.00 p/h
Sports Hall		£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' and the hire charges. Payment to be made upon receipt of invoice. An access card might be required to secure entry at £5.00 per card. Please check when booking if an access card is required.

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 course of the letting have an upto date DBS in place and are aware of our Safeguarding procedures.

Signature of Hirer	Date	Print Name
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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
Head Teacher/Deputy Head Teacher	Paid