

Peatmoor Community Facilities
 Peatmoor Community Primary School
 Pepperbox Hill
 Peatmoor
 Swindon
 SN5 5DP



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 Registered Charity No: 1111747

APPLICATION FOR FACILITY HIRE –ADULTS ONLY

If there are any changes to this application please notify us in writing.

Name of Club/Group/Organisation: _____

Registered address of Organisation: Post Code:	Mobile Tel:
	Landline Tel No:
Name and address of Leader (if different from Organisation) Post Code:	Mobile Tel:
	Landline Tel No:
	Email:

FACILITIES REQUIRED

Day:		Date:			
Facility Area	Activity	Open to Public		When I Need Access	When I will be cleared up and ready to leave the building
		From	To	Astro turf bookings are back to back 1 Hour slots	
Equipment Required	Tables No:		Chairs No:		
Admission Price Charged:			Maximum Attendance:		
Are you a resident of the Peatmoor and Sparcells area?		Yes	No		
Will you be having a bar at your function/event?		Yes	No	If Yes From:	To:
Do you wish to make an application for permission to consume alcohol on the premises?		Yes	No		
If any music is to be played will it be live or recorded?		Yes	No		

Please indicate your groups definition – proof may be required. The decision of the Management Committee is final:

Community Bookings	Voluntary Organisations/registered charities/non profit making community groups opening to the public
Public and Private	Public bodies, political parties and unions, private bookings
Commercial Use	Profit making individuals or groups

A Confirmation of Block Booking – Hire of Facilities form will be sent to you stating the availability and cost of the facilities, at which stage you will be required to **forward a 25% deposit of the total hire costs** to confirm your booking.

A security bond of £25 will be required for one off events in the Hall or Oak room. (£75 if alcohol is to be consumed). This will be refunded within two weeks after the event provided:

- The room is left in a reasonable condition
- There is no damage to the room or equipment
- A prompt departure is made

A security bond of £50 will be required by hirer's of the Astroturf pitch who wish to block book and pay for hire weekly. This will be refunded within two weeks after the last hire date provided payments are up to date.

Payment of the security bond and outstanding hire fees must be made two weeks in advance of the booking date.

This is a no smoking facility.

Stiletto heels or black-soled trainers must not be worn in the hall.

Safeguarding:

I confirm that no children under 18 years old will attend this letting:	Signed:
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To be completed by the Leader (as above)

To enable us to process this application you must agree to the following items (a tick indicates agreement)

- a) I agree to keep a register of members in attendance at each session, and a Central record of contact details for each member of the organisation.
- b) I agree to ensure that all members in attendance are informed that they may only access the designated room(s) and **must not** attempt to access any other area.
- c) I confirm that all information provided by myself, or organisation, in the form above is correct.
- d) I understand that I or my organisation require children or young people to be present that I must notify the school and complete a new application, prior to their attendance, and that failure to do so could result in a termination of the agreement.

Please continue over the page...

Indemnity Insurance – 10% of hire charge (please delete and sign clause (a)/(b) as appropriate)

a. I confirm that I/my Organisation has the appropriate insurance cover including £5 million public liability of which a copy is enclosed

b. My Organisation does not have adequate insurance cover please invoice with hiring fee. (Please note for certain activities we are unable to arrange Public Liability Cover. Examples of such are political meetings, large public events or events that have a number of contributors).

I confirm that I/my organisation has completed this Booking Form to the best of my knowledge and acknowledge receipt of and have read and understood the terms and conditions within the Lettings Agreement and agree to adhere to the. I/my organisation will at all times follow this advice and comply with and be bound by the conditions of hiring in the Lettings Agreement and Booking Form. A failure of a relevant hirer to observe this condition would result in a withdrawal of the use of the facilities. I declare that I am over 18 years of age.

Signature:

Name in Print:

Date:

For school use only:

I confirm that the room(s)/area(s) being let are physically segregated, in order to safeguard pupils and staff.

Name and signature of Head Teacher or Designated Member of Staff.

Name: _____ **Signed:** _____

Job Title: _____ **Date:** _____