**Benthal Primary School**

**School Hire Application for Lettings**

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| (**Please use BLOCK CAPITALS)** | | | | | | | |
| **HIRER’S INFORMATION** | | | | | | | |
| **Name of Hirer (person, body, association etc:** |  | | | | | | |
| **Address of Hirer:** |  | | | | | | |
| **Phone/Mobile:** |  | | | | | | |
| **Email:** |  | | | | | | |
| **HIRE DETAILS (must include sufficient set up and clear away time)** | | | | | | | |
| **Purpose(s) of Hire (“the Event”)** |  | | | | | | |
| **Attendees** | **Adults:** | **Children:** | | | | **Total:** | |
| **Single Booking** | **Date:** | | | **Start Time:** | | | **End Time:** |
| **Block Booking** | **Frequency/Days (e.g. Weekly, Monthly):** | | | | | | |
| **Start Date:** | | | | **End Date:** | | |
| **Start Time:** | | | | **End Time:** | | |
| **Facilities Required** | **Main School Hall**  **Small Hall**  **Kitchen [Additional £50 per day]**  **Playground (Excluding AstroTurf) [Additional £50 per day]**  **AstroTurf [Additional £50 per day plus £200 holding deposit]** | | | | | | |
| **EQUIPMENT REQUIRED** | | | | | | | |
| **Chairs:** | | | **Tables:** | | | | |
| **Other:** | | | | | | | |
| Note: Dining Hall chair/table benches are included in bookings. Classroom chairs and tables are available at a rate of £1 per chair and £2 per table to cover the time for a member of staff to move them to and from the class.  The school does not provide any warranty that the premises, equipment and facilities provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy himself/herself that they are fit for purpose. | | | | | | | |
| **OTHER DETAILS** | | | | | | | |
| Please use the space below to provide further relevant details as necessary (e.g. electrical equipment being brought onto premises): | | | | | | | |
| **HOT FOOD/REFRESHMENTS** | | | | | | | |
| **Will hot food be served?** | | | | | | | |
| **Will refreshments be served?** | | | | | | | |
| **Will alcohol be consumed?** | | | | | | | |
| **If YES, will the alcohol be served or sold?** | | | | | | | |
| Note: If permitted by the school, the relevant licence must be obtained for all events involving the sale of alcohol, gambling and public entertainment. Please contact the school on 020 8985 9310 for further details. | | | | | | | |
| **SIGNATURES** | | | | | | | |
| I hereby confirm that I am authorised to sign this Hiring Application Form, have read, understood and accept all the terms and conditions and confirm that I am over 18. | | | | | | | |
| **Signature of Hirer:** | | | **Date:** | | | | |
| **Full Name of Hirer:** | | | | | | | |
| You will be sent a confirmation of whether your application has been accepted or rejected by either post or email. Please note, no hiring will be regarded as booked until the deposit and 20% booking fee is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school. | | | | | | | |
| **Please Return Form to: (alternatively you can drop it off to the School Office)** | | | | | | | |
| **Post:**  Benthal Primary School  Benthal Road  Stoke Newington  London  N16 7AU | | | **Email:**  office@benthal.hackney.sch.uk | | | | |
|  | | | | | | | |
| **SCHOOL USE ONLY** | | | | | | | |
| **The application for hiring is: Accepted / Rejected (delete as appropriate)** | | | | | | | |
| **Signed:** | | | **Name:** | | | | |
| **Date:** | | | **Position:** | | | | |
| **Reason for Rejection:** | | | | | | | |