

CALDEW SCHOOL

HIRING OF PREMISES/FACILITIES BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

This form is to be completed by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Hire Procedures are adhered to at all times.

DECLARATION

I apply for use of the above accommodation and facilities and if my application is approved, I will pay in advance all hire charges in accordance with the school schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.	Public Liability Insurance Policy No.	
	Expiry Date:	/ /
	Level of Cover:	£

FOR OFFICE USE ONLY

Cancellation Costs:	£	Admin Costs (if any):		£		
Booking Confirmed (Date):	/ /	Invoice Sent (Date):	/ /	Payment Received (Date):		/ /
Appropriate safeguarding arrangements in place		Yes / No		Checked by:		