



APPLICATION FOR HIRE OF EDUCATIONAL PREMISES

Before completing the form applicants should read the abridged terms and conditions governing the letting of educational premises set out below.

Please return application to: School Business Manager, Wandle Valley School, Welbeck Road, Carshalton, Surrey SM5 1LW email: finance@wandlevalleyschool.org.uk tel: 020 8648 1365
On submission of application the charges and terms of let will be set out on a completed approval form

1. Applicant			
Name of Applicant (Mr/Mrs/Miss/Ms)			
Address			
Tel No Home/Work:		Mobile No:	
Email:			
If application is being made on behalf of an organisation, please state: Name & Address of Organisation:			
Tel No:		Email:	
2. Facilities			
Educational premises required Name of School: WANDLE VALLEY SCHOOL			
Date(s) From		To:	
For regular use, list day/dates required:			
Time from:		Time to:	
am/pm		am/pm	
Please tick facilities required below:			
Assembly Hall	<input type="checkbox"/>	Sports Hall	<input type="checkbox"/>
Dining Hall	<input type="checkbox"/>	Meeting Room	<input type="checkbox"/>
Classroom(s)	<input type="checkbox"/>	Changing Facilities	<input type="checkbox"/>
		Playground	<input type="checkbox"/>
		Indoor Basketball Court	<input type="checkbox"/>
		Playing Field/Football Pitch	<input type="checkbox"/>
3. Use of Facilities			
Purpose of hire:			
Estimated number attending:			
Is it proposed to make any entrance charge, or collection, or to admit by programme only for which a charge will be made?:			
			YES / NO
If YES please state reason:			
Does the applicant intend to be present during the period of the letting?			
			YES / NO
If NO please state name and address of person over eighteen years of age who will attend and assume responsibility for the letting:			
4. Declaration by Applicant			
I undertake to accept the conditions governing the letting of educational premises, to pay the prescribed charges to arrange for adequate supervision during the period of the letting. I further undertake to reimburse the cost of making good any loss or damage to school property arising from the hiring. I am over eighteen years of age.			
Signature of Applicant: Date:			

ABRIDGED TERMS AND CONDITIONS FOR LETTING OF EDUCATIONAL PREMISES

- 1.** The premises must be left in good order and vacated not later than the time booked.
- 2.** The hirer must not be sub-let to another party.
- 3.** No intoxicants may be brought on to or consumed on the premises with the consent of the school.
- 4.** No preparations are to be applied to the floor.
- 5.** Seating accommodations in the rooms booked may be used by the hirer but the hirer must make his/her own arrangements for any additional chairs, tables, etc required for the letting and for removing them before the school re-opens the next day
- 6.** Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation or where admission is by invitation. All other entertainments are classified as public entertainments, and there exists a statutory requirement that the building must be licensed. Most educational premises do not conform to the regulations governing the issue of licenses. Therefore, lettings for public entertainments can be approved only in the case of the premises which do conform to the regulations.
- 7.** No letting shall continue beyond 10.30pm except with the consent of the School Business Manager.
- 8.** Smoking is prohibited at all times on the school premises.
- 9.** No livestock may be brought on to the premises without the consent of the School Business Manager.
- 10.** The school reserves the right to cancel the letting if the premises are closed or required for official or electoral purposes.
- 11.** Bookings are not accepted for the purpose of providing Committee Rooms for a candidate at elections.
- 12.** Hirers will have access only to the particular room(s) let to them, but where it is practicable, the use of a cloakroom and WC accommodation may be available.
- 13.** A refundable deposit is payable in advance of letting.
- 14.** The school takes out insurance cover for hirers to cover the hirer's third party liability. The hirer must take reasonable care to ensure that no accidents occur. The premium (currently £5.00 per hiring is added to the charges for the hire and must be paid by the hirer except where the hirer is covered by the special arrangements for Parent Teacher Associations or registered youth organisations or can produce evidence of comparable cover to the School Business Manager.
- 15.** Special conditions apply for the use of the school kitchen. In certain circumstances it may be necessary for a member of the catering contractor's staff to be on duty and paid by the hirers.
- 16.** Abide by any lettings policies notified by the school.

If you feel that there is any way in which the service you have received could be improved please contact the School Business Manager: finance@wandlevalleyschool.org.uk