



ALL SAINTS BENHILTON C of E PRIMARY SCHOOL

All Saints Road, Sutton, Surrey SM1 3DA.

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Headteacher: Mrs J Whelan-Cox

SOUTHWARK



DIOCESE

APPLICATION FOR HIRE OF SCHOOL PREMISES

Before completing this form the applicant should read the terms and conditions governing the letting of educational premises set out overleaf.

1. APPLICANT	
Name of Applicant (Mr/Mrs/Miss/Ms)	
Address	
Tel No. Home :	Work
Email address:	
Name of Organisation	

2. ACCOMMODATION			
Day(s)/Date(s)			
Times: From :	To :		
Please tick accommodation required below and state number of rooms needed where applicable :			
Hall <input type="checkbox"/>	Piano <input type="checkbox"/>	Gas Ring/Elec socket <input type="checkbox"/>	Playground * <input type="checkbox"/>
Classroom(s) <input type="checkbox"/>	Kitchen <input type="checkbox"/>		Playing field * <input type="checkbox"/>
* Not to be used for car parking unless permission has been granted by the school/college			

3. USE OF ACCOMMODATION	
Purpose of hire of premises	
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, to pay the prescribed charges and 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 the school property arising from the hiring. I am over eighteen years of age.
Signature of Applicant Date

All Saints is a Voluntary Aided School within the Diocese of Southwark



Sustainable Travel Accredited & Recognised sustainable level

For regular use of premises please list all dates/times required below

AUTUMN TERM

SPRING TERM

SUMMER TERM

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 sub-let to another party.
3. No intoxicants may be brought on to or consumed on the premises without the consent of the School.
4. No preparations are to be applied to the floor.
5. Seating accommodation 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 on the following 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 with the regulations governing the issue of licenses. Therefore, lettings for public entertainments can be approved only in the case of those premises which do conform with the Regulations.
Hirers must be satisfied that there is no infringement of copyright music, etc.
7. No letting shall continue beyond 10.30pm except with the consent of the school.
8. Smoking is prohibited on any part of the school property, including the playgrounds and car parks.
9. No livestock may be brought on to the premises without the consent of the school.
10. The school reserves the right to cancel a 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 made available.
13. The School, via the Council takes out insurance cover for hirers of educational premises to cover the hirer's third party liability. The hirer must take reasonable care to ensure that no accidents occur. The premium (currently £3.00 per hiring) is added to the charges for 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.
14. Special conditions apply for the use of school kitchens, including the necessity for a member of the catering contractor's staff to be on duty and paid by the hirers.
15. The hirer must read and comply with the school's health and safety procedures, including the school's fire procedures etc. This information shall be passed to the hirer before entry is given to the building.
16. The hirer shall be responsible for ensuring suitable first aid cover for all events they hold. It is likely that a judo class would need a higher level of first aid cover than a book club etc. A hirer should not be allowed to use the school premises without confirming they have suitable first aid cover. First aid cover for activities run by outside organisation can be provided by the school (rather than directly by the hirer) at the school's discretion.