

**APPLICATION FOR HIRE FORM**

Name of Organisation/Business							
Registered Address of Organisation/Business (for invoicing purposes)							
Nature of Organisation/Business							
Contact Name (if different from above)							
Contact Address (if different from above)							
Telephone number(s)							
Type of Activity							
Area(s) to be hired							
Date and times for Hire/Function ( <i>For Single Use</i> )							
Date: ____ / ____ / 20                      Time: From: _____                      To: _____							
<b><i>Please note: You must include sufficient time to prepare the area and clear up when indicating the hours you require.</i></b>							
For <b>regular use</b> , please tick day required.	<b>Mon</b> <input type="checkbox"/>	<b>Tues</b> <input type="checkbox"/>	<b>Wed</b> <input type="checkbox"/>	<b>Thurs</b> <input type="checkbox"/>	<b>Fri</b> <input type="checkbox"/>	<b>Sat</b> <input type="checkbox"/>	<b>Sun</b> <input type="checkbox"/>
Time							
<b>Full time <input type="checkbox"/> / Term time only <input type="checkbox"/> /Half term only <input type="checkbox"/></b> <b>(please tick as applicable)</b>							
<b>Dates of hire:</b>							
	<b>Numbers attending</b>						
Lecture Theatre							
Classroom							
Meeting Room							
Gym							
MUGA							
Dance studio							
Visualisation Suite							

***Block bookings for regular hires will be invoiced one month in advance.***

*I represent a non-profit making charity/organisation, have provided proof of my status and require the UTC to apply a 7% Public Liability Insurance charge to my invoice.*

**(please tick if applicable)**

*I represent a non-profit making charity/organisation, have provided proof of my status and also have provided proof of my own adequate Public Liability Insurance cover.*

**(please tick if applicable)**

*I represent a profit making organisation and have provided proof of adequate Public Liability Insurance cover*

**(please tick if applicable)**

*I have read the Terms and Conditions of Hire and discussed the hiring of the premises with the UTC. I agree to abide by all terms and conditions.*

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return to the UTC at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Principal's acceptance of booking

Signed \_\_\_\_\_ Principal Date \_\_\_\_\_

The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

Signed \_\_\_\_\_ Chair of Governors (if applicable) Date \_\_\_\_\_