



STANDARD BOOKING FORM

This form must be completed in respect of an application for the letting of Academy Buildings/Academy Playing Field and this form of application must be received at Hope Academy not less than 14 days in advance of the first proposed letting date.

1) Purpose of letting:

2) Date of proposed letting: From - To -

3) Proposed start and finish time:
 (please note the times booked and charged for include set up and take down times, should you go over your allocated time you will be charged accordingly)

4) Playing Field:

5) Accommodation required:
 (it should be noted that charges are determined by the nature of accommodation and duration of use)

a) Playing Fields (please tick as required)

Occasional use Season (weekly) Season (alternate weeks)

b) Academy Buildings (please tick accommodation required)

General Classroom	Dining Room	Main Hall	Changing Accommodation
Sportshall	Gymnasium	Astroturf	Conference Room

6) Caretaker (delete below as appropriate)

Required: YES / NO Time required: From - To -

7) Has the Organisation used education premises previously?

8) Name and address for account purposes (if different from below):

.....



I accept the conditions of hire of Academy premises enclosed with this form and agree to indemnify the Governors and Authority against any claim arising from the use of the premises and to reimburse the Governors and/or Authority for the cost of remedying any loss or damage occasioned by the use of the Academy for any function.

SIGNED: PRINT NAME: DATE:

ADDRESS:

..... TELEPHONE:

FOR AND ON BEHALF OF:

We agree to the above hire and have seen evidence that suitable Public Liability Insurance and safeguarding procedures (where applicable) are in place for the Organisation.

- Public Liability Insurance Safeguarding

SIGNED: DATE:
For and on behalf of Hope Academy