



Heathcoat Primary School

Application for the Hire of School Premises & Scale of Charges

Details of Hirer

Name of Hirer	
Name of Responsible Officer	
Position in Organisation	
Address of Hirer	
Contact Phone Number(s)	

Fees and Charges

Caretaker/Key holder Charge

Weekday before 6.30pm	Weekday after 6.30pm	Weekend/Bank Holiday/School Holidays
No charge	£15	£20

Room Rates (per hour)

User	Hall	Grounds	Classroom
Designated	£6	£6	£4.50
Private	£6.50	£6.50	£5

Use of additional spaces and equipment by negotiation

Facilities Required

Rooms/Grounds	Date(s)	Time: From	Time: To

I wish to hire the premises as detailed above.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges which may be due.

I have sufficient Public Liability Insurance and must provide a copy of the certificate before using the premises.

I can confirm that the use of the premises will not include the playing of pre-recorded music:

YES/NO (please circle as appropriate)

NB: If you have circled no, under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

Signature of Hirer: _____ Date: _____

Letting agreed on behalf of the governors by:

Name: _____ Date: _____

Office Use:	
Total Charge:	Caretaker advised:
Net Amount:	No. of Sessions:
Total VAT (if applicable):	Date Payment Received: