



Castle Newnham

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

CASTLE NEWNHAM LETTING APPLICATION FORM

HIRING ORGANISATION/PERSON including name and address of person responsible and invoice data.

TYPE OF ORGANISATION :

Charity Community and Non For Profit Business Other (please specify)

PURPOSE OF HIRING:

NUMBER OF PARTICIPANTS :

PARTICIPANTS AGE GROUP : ≤10 10 ≤ 16 16 ≤ 25 25 ≤ 60 Over 60

DATES AND TIMES REQUIRED (To include preparation time and time for cleaning afterwards) :

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Duration (eg. Term Time, no of weeks)

ANY OTHER INFORMATION:

FACILITIES REQUIRED:

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the terms and conditions governing this letting and understand them.

I *do/do not have Public Liability Insurance and agree to a 20% surcharge if this is not provided by me.

I agree to abide by them and to pay the sum due before the letting takes place.

I agree to pay for the reinstatement following any damage to property caused as a result of the letting. **Please make your payment to: Castle Newnham Academy sort code 77- 33- 01 account number 66429462**

Date: / /202	Signature of Hirer:
<i>* delete as appropriate</i>	
TO BE COMPLETED BY THE SCHOOL:	
This Hiring has been approved for, and on behalf of, the School.	
Date: / /202	Signature of School Business Manager :
Date: / /202	Signature of Assistant Headteacher: School Community & Communications:
The charge for this Hiring will be: £	
PAYMENT RECEIVED:	DATE: / /202
Document Ref :	

CASTLE NEWNHAM SCHOOL

Terms and Conditions relating to the Letting of Premises / Grounds

1. The hirer must comply with all the Terms and Conditions listed below.
2. Hirers will be held responsible for any damage to premises or property which occurs during or as a result of their use.
3. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the School will be brought into disrepute. Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted, he will report the reasons to the Governing Body.
4. Smoking is prohibited within any part of the school buildings and grounds.
5. Hirers must ensure that premises and grounds are left in a clean and tidy state after their use. All litter and waste materials should be removed and, where items of furniture have been moved, they are put back in position at the end of the letting. A further charge may be levied if additional cleaning is required.
6. The hirer will be responsible for arranging personal accident insurance and public liability insurance, except in cases where it is agreed that the School will arrange public liability insurance in exchange for a surcharge of 20% of the fees. Newnham Middle School and the Local Authority cannot accept any responsibility for loss or damage to personal effects.
7. Hirers must ensure full supervision is provided during lettings especially on playing fields and in specialist technical areas as the School and the Local Authority will not be responsible for any claims which may arise as a result of negligence on the part of the hirers or their supervisors.
8. The School reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances. Use of the playing fields or football pitches may be cancelled at any time should we consider that they are unfit for use.
9. When a letting is cancelled by the School an alternative letting will be offered and an adjustment made to the letting fee if appropriate e.g., if the alternative is in less suitable or smaller premises.
10. If alcohol is to be sold on the premises specific permission must be granted by the School and the hirer must provide the school with a copy of the licence. A Public Entertainment Licence must be arranged by the hirer if one is required.
11. The hirer will pay all fees relating to the hiring of the premises, grounds and equipment within seven days of receiving the invoice, and in any event, no later than the date the premises are to be used.
12. A 50% cancellation charge will be levied in certain circumstances.
13. Failure to comply with the conditions above will result in the refusal of future requests to hire premises and grounds.

Please address all enquiries to Lettings Manager, Castle Newnham School, Polhill Avenue, Bedford, MK41 9DT Telephone: 01234 300801