

Barleyhurst Park Primary School



APPLICATION TO HIRE EDUCATIONAL PREMISES

Applications to hire educational premises are required to be made by completing this form and returning it to the following address at least 21 days before the period of hire required:-

Barleyhurst Park Primary School
Forfar Drive
Bletchley
Milton Keynes
MK3 7NA

Premises Required
Date and time required (for single booking) Date: Start time: _____ Finish time: _____
Dates and times required (for regular/block booking) Start date: End date: Frequency of use: Start time: _____ Finish time: _____
Purpose of Hire
Number of persons the Hirer intends will be using the Premises during the period of hire
Details of Hirer / Organisation Name of Hirer / Organisation: Contact address: Telephone number: If an organisation, name of person representing the organisation:

Please also complete the details required overleaf



Barleyhurst Park Primary School

Does the Hirer have public liability insurance to cover the hiring?

If yes, please complete the following-

Name of insurer:-

Policy number:-

Amount of insurance cover provided:-

Date of expiry of policy:-

Is the Hirer intending to sell any foods, goods or refreshments at the Premises?

(If yes, please refer to clause 14 of the Conditions of Hire)

Is the Hirer intending to sell alcohol or allow alcohol to be brought onto or consumed at the Premises?

(If yes, please refer to clause 20 of the Conditions of Hire)

Does the Hirer have any specific requirements?

(e.g. the provision or setting out of chairs / tables etc)

Signature of Hirer / Authorised representative of the Hirer

Name in full Date:

Prospective Hirers are required to note the following:-

1. The Milton Keynes Council School Lettings Conditions of Hire ("the Conditions of Hire") will apply to any hire entered into between the School and the Hirer.
2. If the application for hire is accepted by the School, the Hirer will be required to sign a Hire Agreement. Until such time as the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the Conditions of Hire.
3. Facilities at the School are normally available for use by Hirers between the hours of 4.30pm and 6.00pm on weekdays and 7.30am and 6pm on weekdays during school holidays. In exceptional cases, these hours may be extended on application to the School.
4. Hirers are advised to read the Conditions of Hire before submitting an application for hire of the Premises, to satisfy themselves that they can comply with the Conditions of Hire.