

**LETTINGS BOOKING FORM**

**Please note: application on this form does not constitute a definite booking. If your event can be accommodated a booking confirmation will be emailed to you.**

Hire Type: Please select.

Start Date: Click to enter a date.

End Date: Click to enter a date.

Start Time: Please enter time in 24hr

Finish/Vacate Time: Please enter time in 24hr

Facilities Required: Please select.

Purpose of Hire: Click here to enter text.

Name of Club/Organisation: Click here to enter text.

Age Group: Please select.

***If activities involve children under 18 and/or vulnerable adults, please enclose evidence of Enhanced DBS Checks for all those associated with the Hirer. The evidence must detail names, certificate numbers and issue dates.***

Public Liability Insurance: Please select.

***If YES, please enclose a copy of your Public Liability Insurance.***

Employer’s Liability Insurance: Please select.

***If YES, please enclose a copy of your Employer's Liability Insurance.***

**Details of person responsible for this event:**

Full Name of person completing this application: Click here to enter text.

Address (include postcode):

Click here to enter text.

Tel Number: Click here to enter text.

Email Address: Click or tap here to enter text.

Additional information:

Click here to enter text.

**Details of person responsible for invoicing:**

Contact Name: Click here to enter text.

Are the details the same as above? If No, please complete the section below:

Please select.

Address (include postcode):

Click here to enter text.

Tel Number: Click here to enter text.

Email Address: Click or tap here to enter text.

Aims of Organisation/Individual: Please select.

Additional information: Click or tap here to enter text.

Date of Application: Click to enter a date.

**PLEASE NOTE THAT THE FOLLOWING ARE NOT PERMITTED ON ANY DET SCHOOL SITE:**

* Alcohol
* Gambling
* Animals, other than guide dogs
* Bonfires
* Barbeques
* Smoking (refer to section 2.15 of DET Lettings Policy)
* Chewing Gum
* Portable heaters, fires and stoves
* Pyrotechnics/fireworks
* Pulsing light (stroboscopes)
* Lasers
* Firearms
* Any potentially hazardous action on apparatus, animals, vehicles or aircraft

**Declaration:**

I, on behalf of Click or tap here to enter text.

apply for the use of the accommodation and facilities stated, and, if my application is approved, will ensure that payment is made in advance of the charges due, and the Terms and Conditions for Lettings, which I have read and accept, will be fully complied with.

I confirm that I have been given a copy of the DET Safeguarding and Child Protection Policy, and will make myself and all those who enter the school site as part of this letting, aware of the procedures to be followed in the event of a fire or other emergency evacuation.

The school's insurers reserve the right to claim against the Hirer for any damage caused.

I am over 18 years old.

Any personal data entered on this form may be held on computer files.  Discovery Educational Trust and its schools fully comply with information legislation.

For full details on how your personal information will be used, please refer to the [Information Governance](https://www.discoveryeducationaltrust.co.uk/informationgovernance) page of the Discovery Educational Trust's website or contact the school directly.

**I have read and accept the Lettings Terms and Conditions**

**Under 18 clubs only – I confirm that I have a record of all the coaches/adults working with children under 18, that I have evidenced a clean enhanced DBS check for all coaches/adults working with children under 18 and that I will provide the name, DBS Certificate number and issue date to the school prior to the letting. Should any certificate include a disclosure, I will immediately, and, in any event, prior to the commencement of the letting, present the hard copy to the school for its review.**

**Please check to confirm the above**

Please complete application and return to cbamra@discoveryeducationaltrust.co.uk. Please enclose the following documents if applicable:

* Proof of ID for Hirer (passport or driving license)
* Registered charity paperwork, confirming number (if applicable)
* Registered company paperwork, confirming registration number (if applicable)
* Club constitution paperwork (if applicable)
* Club Status (if applicable)
* Hirer's safeguarding and child protection documentation (if applicable)
* Organisation affiliated number (if applicable)
* Sports/coaching certificate (for sporting activities)
* Risk Assessment(s)
* Permission letter (for Hirer to hire school site/premises) (on Hirer headed paper and signed by the club treasurer)
* [Completed checklist for Safeguarding Arrangements (if applicable)](V://713%20-%20Publicity/KCSiE-Checklist-of-Safeguarding-Arrangements-for-After-School-Clubs-Community-Activities-and-Tuition-Oct-23.pdf)